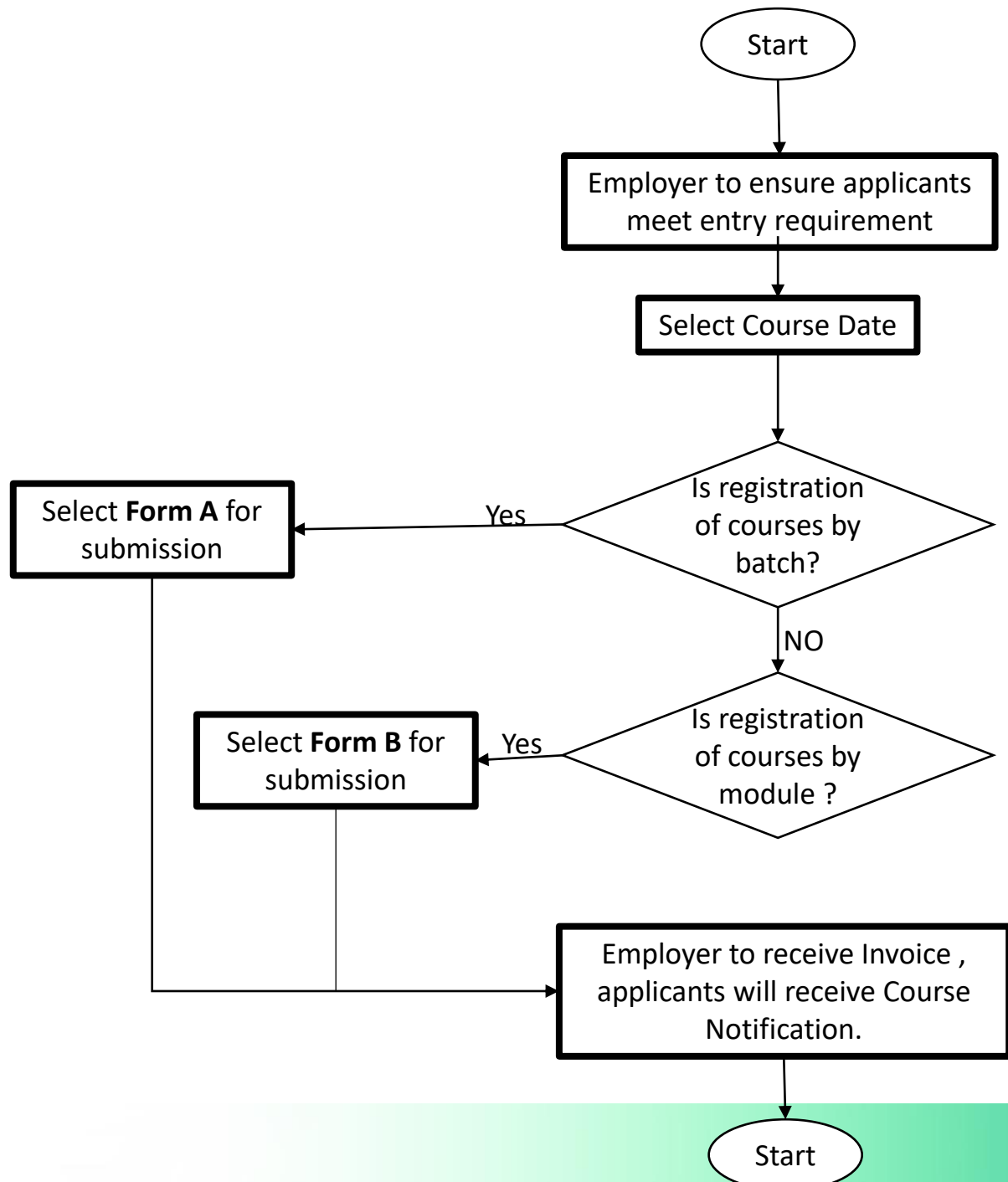


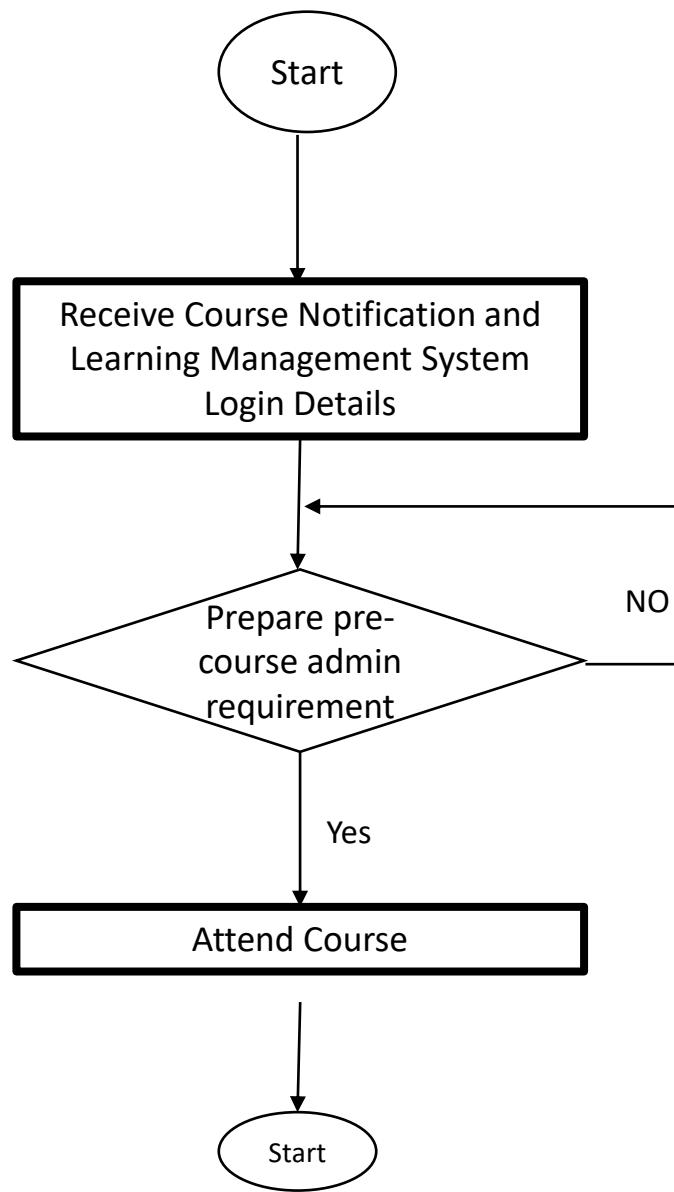
Course Registration Process Information

Updated as at 25 Nov 2024



Course Registration Process

- **Verify Applicants’ Eligibility:** Employer to check and ensure that Applicants meet entry requirement (by viewing a copy of their highest qualification)
- **Check Course Schedules:** Employer to review the course schedules to select dates.
- **Complete Registration Forms:** Employer to fill out the Course registration forms:
 - Batch Registration: **Form A**
 - Module Registration: **Form B**
- **Submit Form A/B:** Employer to send the registration forms to inservice.institute@hmimedical.com 1 month in advance with a copy of applicant’s highest qualification.
- **Receive Invoice and Course Notification:** Following successful registration, employer will receive invoice, applicants will receive course notification.



Trainees' Preparation for courses

- **Receive course confirmation:** Both employers and trainees will receive course confirmation emails 2 weeks before commencement.
- **Receive Course Notification and Learning Management Account:** Trainees will receive course notifications and their Learning Management System (LMS) login details at least 2 weeks before the commencement date.
 - Trainees can check their timetable, learning materials and obtain Zoom links for Home Base Learning (HBL)
- **Pre-Course Preparation: This includes e-Learning, SingPass activation, etc.**
 - Complete E-Learning on LMS: Trainees are required to complete the assigned e-learning (if any) before attending the classes.
 - Activate SingPass: Trainees are required to scan e-attendance for every session of class
 - Read Student Handbook: Discipline, Attendance, Assessment needs, etc.
- **Additional institute support:** Student Services will provide trainees who require additional supports.

Post Course Information

- 1. Check Staff's Training Status:** HMI Institute will furnish employers with a comprehensive list of staff who have successfully completed the courses in Excel format by end of every month.
- 2. Certificates:** HMI Institute will assist in downloading WSQ Certificates and send to employers by end of every month.
- 3. E-Certificates:**
 - **Singaporeans and Permanent Residents** can access your e-certs from MySkillsFuture Portal within one month upon successfully completing the last required module :
https://www.myskillsfuture.gov.sg/content/dam/Help/eCerts_Individuals_UserGuide.pdf
 - **Foreign Trainees without Portal ID** can download your e-Certs from the same link & enter HMI Institute's UEN "**198804318R**" to find the e-Certs:
<https://www.myskillsfuture.gov.sg/content/portal/en/index.html>

Thank you