

TRAINING PROVIDER GUIDANCE DOCUMENT: 1/2008

THE PROCEDURES FOR THE REGISTRATION OF TRAINING PROVIDERS WITH ENVIRONMENT INSTITUTE OF MALAYSIA (EIMAS)

1.0 PURPOSE

The purpose of this guidance document is to inform prospective companies which are involved in providing training in environmental field that are interested to register with the Environment Institute of Malaysia (EiMAS) as training providers on the following :-

- a) Criteria for application to be registered as a training provider with the Environment Institute of Malaysia (EiMAS);
- b) Registration process;
- c) Responsibilities of training providers.

2.0 CRITERIA FOR TRAINING PROVIDERS

Training providers to be registered under the training provider scheme of the Environment Institute of Malaysia (EiMAS) must meet the following criteria:

2.1 Physical Facilities Requirements

- (a) Training room

The training must be conducted at a permanent training facility operated by the company equipped with at least one training room with a minimum dimension of 60 m². The facility must also be equipped with supporting staff and other basic training aids including audio visual facilities.

- (b) Equipment/instruments for practical session

Relevant equipment/instruments such as pollution control systems, measuring instruments and other equipment for hands-on training and demonstration purposes must be available at the training facility.

2.2 Non Physical Requirements

(a) Company registration

The company must be registered or incorporated in Malaysia under the Companies Commission of Malaysia (Registration of Company or Registration of Business).

The company must also be registered with the Ministry of Finance under the heading of “Tenaga Pengajar”.

(b) Competent trainers

The company must have a minimum of two trainers where at least one of them has been certified competent through the DOE certification program or any other equivalent program/scheme. Alternatively, the trainer must have at least one year training experience in the field that he/she is assigned to provide training.

All the trainers must possess a minimum of Bachelors Degree from an accredited university and have attended the Train the Trainers (TTT) course conducted under the administration of Pembangunan Sumber Manusia Berhad (PSMB) and have been certified competent.

For certain courses involving engineering aspects, the trainers must be engineers who are registered under the Registration of Engineers Act, 1967.

(c) Course module

All training courses conducted must be based on the modules developed by E*i*MAS. The modules can be purchased from E*i*MAS but copyright to the modules remains with E*i*MAS.

(c) Application to attend courses

Prospective course participants will submit their application to attend courses provided by the training providers to E*i*MAS while identifying their preferred choice of training provider. E*i*MAS will then forward the participants list to the training providers.

(d) Course fee

The course fee to be charged to the participants will be determined by E*i*MAS as per approval by the relevant authority.

EiMAS and the training provider will in turn need to establish a financial arrangement mutually agreed by both parties to successfully conduct the course on a sustained basis.

3.0 REGISTRATION PROCESS

3.1 Submission of application

Training providers who wish to be registered can submit application by using the application form as per Appendix I to:

Director
Environment Institute of Malaysia (EiMAS)
Universiti Kebangsaan Malaysia (UKM) Campus
Locked Bag No. 24
43600, UKM, Bangi
Selangor, D.E.

3.1 Processing and renewal fees

Currently the registration of training providers is voluntary and conducted on an administrative basis. No fee is levied either for processing or renewal of registration at this time.

3.2 Renewal

The company will have to apply for renewal of registration. Registration will be renewed only if the company has conducted approved training course(s) with a good track record, at least two times in the previous year. Performance is primarily based on evaluation forms submitted by course participants at the completion of the courses and complaints received from them, if any.

3.3 Inspection

Assessment on the application for registration will be based on the documents submitted and validation by physical inspection by EiMAS' secretariat.

4.0 RESPONSIBILITIES OF TRAINING PROVIDERS

4.1 Attendance list forms

The training provider must submit to E*i*MAS the list of participants who attended their training course within a month after the conduct of the course.

4.2 Evaluation forms

To evaluate the effectiveness of the training courses conducted by the training provider, the latter must ensure all participants fill out evaluation forms which must be collected from the participants at the completion of the course. The evaluation forms must be submitted to E*i*MAS within one month after the completion of the course.

4.3 Inspection

Training providers must be ready at all times for any inspection by E*i*MAS' secretariat either regarding the training facility or the conduct of training.

4.4 Professional conduct

Training providers must uphold and exhibit professionalism and ensure that quality training is provided to participants. Justified complaints of unsatisfactory course delivery from the participants may eventually lead to deregistration by the secretariat.

Environment Institute of Malaysia (E*i*MAS)
UKM Campus
September, 2008

EiMAS /TP/01-2008

**APPLICATION TO REGISTER AS A TRAINING PROVIDER WITH ENVIRONMENT
INSTITUTE OF MALAYSIA**

Only one copy of this form is to be submitted. Please complete all items in this form. Use a separate sheet to provide the information if space provided is not sufficient. All information obtained for this application will be held in strict confidence.

CHECKLIST

- | | |
|---|--------------------------|
| 1. Application form duly completed (Form EiMAS /TP/01-2008) | <input type="checkbox"/> |
| 2. Photocopy of registration of company/business | <input type="checkbox"/> |
| 3. Photocopy of tenancy agreement | <input type="checkbox"/> |
| 4. Trainers' information (Form EiMAS /TP/02-2008) | <input type="checkbox"/> |
| 5. "Train The Trainer" certificate | <input type="checkbox"/> |
| 6. Evidence of trainers' technical competence | <input type="checkbox"/> |

Note: Training facility must be comfortable and conducive to training
The minimum size of each training room is 60 m²

1. INTRODUCTION

1.1 Registered name and address of training provider

1.2 No. of employees: _____

1.3 Number of trainers :

Full-time : _____

Part-time : _____

(Use Appendix II to provide details of the trainers)

2. FIELD OF TRAINING

2.1 Check (✓) field(s) of training and specific course(s) applied for:

(a) Field of training: Scheduled waste management

Course: Certified Environmental Professional in Scheduled Waste Management (*CePSWaM*)

(b) Field of training: Air pollution control

Course: Certified Environmental Professional in Bag Filters Operation (*CePBFO*)

Course: Certified Environmental Professional in Scrubbers Operation (*CePSO*)

Course: Certified Environmental Professional in Transmissometers Operation (*CePTO*)

Course: Certified Environmental Professional in ESP* Operation (*CePESPO*)

Course: Certified Environmental Professional in Incinerator Operation (*CePIO*)

Course: Certified Environmental Professional in Isokinetic Sampling (*CePIS*)

Course: Certified Environmental Professional in Spray Booths Operation (*CePSBO*)

Course: Certified Environmental Professional in Boilers Operation (*CePBO*)

(*ESP = Electrostatic precipitators)

(c) Field of training: Industrial effluent treatment

Course: Certified Environmental Professional in the Operation of Industrial Effluent Treatment Systems - Biological Treatment Process (*CePIETSO - BP*)

Course: Certified Environmental Professional in the Operation of Industrial Effluent Treatment Systems - Physical-Chemical Treatment Process (*CePIETSO - PCP*)

3. FACILITIES

3.1 Facilities provided/installed on the premise:

3.1.1 Training Facilities

Number of rooms: _____

Room dimension (m x m) : _____ m²

3.1.2 Equipment / hands-on training facilities provided / installed on the premise

[Please check (/) in the appropriate box]

Air pollution control system/equipment

- Bag filter
- Scrubber
- Transmissometer
- ESP*
- Incinerator
- Isokinetic Sampling facility
- Spray Booth
- Boiler

(*ESP=Electrostatic precipitators)

Industrial effluent treatment system

- Biological treatment processes
- Physical-chemical treatment processes

We declare that the information furnished in this application is true and correct. We understand that if an approval has been granted based on false or misleading information, E/MAS may withdraw the approval immediately.

Name : _____ Designation : _____

Signature : _____ Date : _____

TRAINERS' DETAILS

Number	Name of trainer	Identity card number	University degree	Full time or part time (if part time, give information on full time occupation)	Trainer's technical competence
1					
2					
3					
4					

Note- Provide:

- (i) photocopy of train the trainers (TOT) certificates
- (ii) photocopy of university degrees
- (iii) evidence of training experience to show technical competence

Name : _____

Signature : _____ Date : _____

Designation : _____

LIST OF PARTICIPANTS

Course title : _____

Course date : _____

Course venue: _____

No.	Name of participant	I.C number	Designation or occupation	Address	Telephone no.	Email address