



# SINGAPORE CERTIFIED ENERGY MANAGER (SCEM) PROFESSIONAL LEVEL

## APPLICATION FORM (GRANT APPLICATION)

### MODULES

+List of Modules Applying:

#### Core Modules

	Module Dates	Timing
<input type="checkbox"/> Energy Management & Economics	14,15,16 Apr'10	9am – 6pm
<input type="checkbox"/> Energy Measurement & Appraisal	23,24,25 Jun'10	9am – 6pm
<input type="checkbox"/> Air-conditioning and Mechanical Ventilation System (ACMV)	06,07,08 Jul'10	9am – 6pm
<input type="checkbox"/> Motor Driven Systems	24,25,26 Aug'10	9am – 6pm

#### Elective Modules (Building Sector)

<input type="checkbox"/> Integrative Design for Energy Efficiency	21,22,23 Sep'10	9am – 6pm
<input type="checkbox"/> Lighting Systems & Building Envelope	06,07,08 Oct'10	9am – 6pm

(The SCEM exams will be centralised, SEAS will inform you accordingly on the exams dates.)

### PERSONAL PARTICULARS

Full Name:					
(*Mr/Ms/Mrs/Dr)	(Name as in NRIC)				
NRIC no:		Date of Birth:			
			(dd/mm/yyyy)		
Gender:	Male				
Employment Status:	Singapore Citizen	Others: _____			
Nationality:	Singaporean	Others: _____			
Marital Status:	Single	Others: _____			
Address:					
		Postal Code:			
Contact No:	(Hp) _____	(Tel) _____	(Fax) _____		
Email:					
	(Company Email)				

### CONTACT PERSON PARTICULARS

Contact Person:					
(*Mr/Ms/Mrs/Dr/Prof)	(Full Name)				
Designation:					
Contact No:	(Hp) _____	(Tel) _____	(Fax) _____		
Email:					

Organized by:



Supported by:



Lead business partner:



\*Delete as appropriate  
+Please tick accordingly

## EMPLOYMENT RECORDS

### Current Employment

Company Name:   
(Full Name)

Address:   
 Postal Code:

Contact No: (Main Line)  (Fax)

Website:

Designation:

Department:

Job Scope:  
(Detailed Description)

Employment Year:  Industry Sector:

### Previous Employment

Company Name	Designation	Duration		
		From (mm/yy)	To (mm/yy)	Yrs

## QUALIFICATION RECORDS

### Highest Qualification

Title of Qualification:

Institution:

Country:

Year Obtained:   Full Time  Part Time

### Other Qualifications (Professional & Academic)

Institution Name	Qualification	Duration		
		From (mm/yy)	To (mm/yy)	Yrs

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Supported by:



Lead business partner:



\*Delete as appropriate  
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## GREEN MARK MANAGER

+Has Attended:  Yes  No

+If yes, to be exempted for:  Lighting Systems & Building Envelope  Integrative Design for Energy Efficiency

## GRANT APPLICATION

+Applying for Grant:  Yes  No

+Sponsor:  Self Sponsor  Company Sponsor

## REASONS FOR ATTENDING SCEM TRAINING

## DECLARATION

- I hereby declare that the particulars given in the Application Form are true and correct in every respect. I understand that the application will be disqualified if any information given is found to be untrue and the fees paid will be forfeited.
- I accept that SEAS reserves the right to change programme venue, cancel or reschedule the programme if necessary or warranted by circumstances beyond our control.
- I also accept that SEAS reserves the right to accept or reject the application based on the required criterion.
- I accept that I have to abide to the schedule given by SEAS, and attain minimum 80% attendance for all modules.

## INFORMATION

- Grant status will be notified to candidates once the grant is approved.
- **All candidates are required to go through the 6 modules with SEAS at the dates schedule above.**
- Deferral of modules would only be accepted if Medical Certificate is produced.
- SCEM Training Grant qualifying period is 12 months, i.e. disbursement of the training grant must be made within 12months from date of grant approval.
- Please note that SEAS would not be liable for candidates who are unable to complete the programme within the training grant qualifying period.
- Those who has GMM Certification, you are exempted from one of the elective module as well as its examinations.
- An examination fee will be charged for non-grant and re-sitting candidates.

### Cancellation

- SEAS reserves the right to change programme venue, cancel or reschedule the programme if necessary or warranted by circumstances beyond our control.
- Upon approval of grant application, any withdrawal would require a replacement. The new application will be subjected to NEA's approval. Provider will need to be notified 1 month before the intake begins.
- There will be a charge of \$250 for any withdrawal after the approval of grant.
- For any withdrawal during the programme, a fee of \$250 will be charged per uncompleted module.

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*\*Delete as appropriate  
+Please tick accordingly*

**Please ensure that the following documents are enclosed with your application form:**

If not applying for grant:

- Crossed cheque of \$900 per module except \$1000 for 'Energy Measurement & Appraisal' is made payable to: **'Sustainable Energy Association of Singapore'**

If applying for grant:

- Copy of company letter by current employer (Please follow the format given on the next page)
- Copy of academic certificates
- Copy of participant's CV stating in detail about his/her job scope in order to assess if they could meet the 1 year relevant engineering experience requirement in energy management of facilities.
- Copy of NRIC or documentary proof of Singapore Permanent Resident and other status
- Crossed cheque of \$900 is made payable to: **'Sustainable Energy Association of Singapore'**

Send completed application form and documents to:

**Sustainable Energy Association of Singapore (SEAS)**

2 Bukit Merah Central  
#18-02 SPRING Building  
Singapore 159835

Note:

- Faxed application is not accepted.
- Application form without complete information will not be considered.
- Application will be only processed upon receipt of payments.

\_\_\_\_\_  
*Name of Individual*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**OFFICIAL USE**

Courses applying:	_____	Course date:	_____
Grant application:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Sponsorship:	<input type="checkbox"/> Self-Sponsor <input type="checkbox"/> Company-Sponsor		
Supporting Doc:	<input type="checkbox"/> NRIC <input type="checkbox"/> Certificate <input type="checkbox"/> Company Letter <input type="checkbox"/> Employee CV		
Course fee received:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	_____
Received by:	_____	Date:	_____

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*\*Delete as appropriate  
+Please tick accordingly*

## Format for Company's Letter of Support (SAMPLE ONLY)

[Letterhead of Company]

[Date]

SCEM Training Grant Administrator  
Resource Conservation Department  
National Environment Agency  
40 Scotts Road #11-00  
Singapore 228231

Dear Sir,

### **Singapore Certified Energy Manager (SCEM) Training Grant Application**

This is to certify that [employee's name] of NRIC No. [ ] is currently employed by [company's name] as [employee's designation] since date [ ].

[Employee's name] is involved in [Provide description of detailed job scope].

The Company supports him/her in the enrollment of the full SCEM Training Programme at the professional level and application for the SCEM Training Grant provided by NEA.

Should you have any queries on the above, please do not hesitate to contact [ ] at telephone no. [ ]/email [ ].

Yours faithfully

\_\_\_\_\_  
[Name & Designation]  
for and on behalf of  
[company's name]

Enc. CV\*

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\*Delete as appropriate  
+Please tick accordingly

*\* Attached CV of employee (state education qualifications and related work experiences). Limit to 2 pages.*

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**Organized by:**



**Supported by:**



**Lead business partner:**



*\*Delete as appropriate  
+Please tick accordingly*