

TRAINING PROVIDERS CIRCULAR NO. 4/2014

REVISED TERMS AND CONDITIONS FOR REGISTRATION OF TRAINING PROVIDERS, TRAINING PROGRAMMES AND COURSES

1.0 PURPOSE

- 1.1 The purpose of this circular is to inform on the revised terms and conditions for registration of training providers, training programmes and courses.

2.0 REVISED TERMS AND CONDITIONS

- 2.1 Based on the feedbacks received from training providers through several engagement sessions that have been conducted, PSMB has agreed to revise the terms and conditions for registration of training providers, training programmes and courses to the following terms and conditions.

2.2 Registration of Training Providers

- 2.2.1 The entity must be registered or incorporated under the Companies Commission of Malaysia either one of the following status:-

- a) Berhad (Bhd.) / Sendirian Berhad (Sdn. Bhd.) / Liability Limited Partnership (LLP);
- b) Association / Industry-based training centre; or
- c) Government / Semi Government Institution.

2.2.2 Having at least one local permanent trainer.

2.2.3 The requirement of being certified by recognised certification body / authority or having certification courses from recognised certification body/authority has been deferred to 2017.

2.3 Training Providers registered under Category **A, B** or **B(HO)** that fulfil all requirements are not required to re-register with PSMB.

2.3.1 Those who have renewed their registrations until 31 December 2014 can submit their applications for renewal of registration (starting October 2014) with the processing fee of RM 1,200.00. The validity period of renewal is three (3) years upon approval.

2.3.2 Those who have not renewed their registrations, can submit their applications for renewal of registration (starting October 2014) with the processing fee of RM 1,200.00 and pro-rated processing fee (according to their respective fee for existing Category) from the expiry date of registration until 31 December 2014. The validity period of renewal is three (3) years upon approval.

2.4 **Registration of Training Programmes and Courses**

2.4.1 Training providers are allowed to continue to register SBL-Khas training programmes and courses;

2.4.2 The processing fee for registration of training programmes and courses is reduced from RM 500 to RM 300 per programme; and

2.4.3 In-house programmes and conferences are excluded from registration.

2.5 Training providers can submit the registration of centre and training programmes at any time.

2.6 Other requirements apart from the above, as stated in the Training Providers Circular No. 1/2014 remain unchanged.

3.0 EFFECTIVE DATE

3.1 The effective date of this circular is 1 October 2014.

3.2 Kindly contact our PSMB Contact Centre at 1-800-88-4800 should you require further clarification or assistance.

Thank you.

“HRDF-SHAPING PEOPLE”

“PEKERJA BERINOVASI PEMACU TRANSFORMASI”

Yours sincerely,

(CM VIGNAESVARAN A/L JEYANDRAN)
Acting Chief Executive
Pembangunan Sumber Manusia Berhad