

**Claim  
Application  
Guide**

**Critical  
Infocomm  
Technology  
Resource  
Programme**

**CITREP**

**Term: 1 Apr 2006 – 31 Mar 2007**

## 1. INTRODUCTION

CITREP is a training incentive programme to equip the Singapore Infocomm professionals with critical, emerging and specialised skills and gain recognition for their competency. The programme aims to assist the professionals in increasing their organisation's competitive advantage and enhance their individuals' employability. The programme supports training courses and certifications which impart knowledge and skills in the identified technologies by providing training incentive to defray the cost of training and certification.

Trainees who meet the programme support criteria for CITREP endorsed training courses or certification can qualify for funding support. The list of endorsed courses and certifications may be found on NICC's website, <https://itrain.ida.gov.sg/itrain/lst/CourseCataloguePreEnt.jsp>.

## 2. SKILL AREAS SUPPORTED

The following skill areas have been identified by the industry and will be supported under CITREP:

- Digital Media
- Embedded Systems
- Infocomm Security
- Information Management
- Infrastructure Support
- IT Services & Business Management
- Network Architecture, Design & Communication
- Solutioning & Design
- Web Services

Please refer to [www.nicc.org.sg](http://www.nicc.org.sg) (select CITREP) for the updated list of skill areas.

## 3. FUNDING SUPPORT LEVEL

- a. ***Course Fee Support***
  - Up to 50% of the nett payable course fee capped at S\$2,500 per trainee per course
- b. ***Certification Examination Fee Support***
  - Up to 50% of the nett payable certification examination fee capped at S\$500 per trainee per certification

Note: Funding support amount excludes GST, registration and membership fees, rebate, discount or any training grant offered by any other course providers/testing centres.

**4. ELIGIBILITY CRITERIA FOR CITREP FUNDING SUPPORT  
(Term 01 Apr 2006 to 31 Mar 2007)**

Only training courses and certifications **endorsed under the stipulated CITREP term** will be supported.

Trainees must:

- a. Be a Singapore citizen or Singapore Permanent Resident
- b. Meet the admission criteria set by the training course / certification owner
- c. Commence all training courses / certification examinations within the CITREP term period from 1 Apr 2006 to 31 Mar 2007.
- d. (i) For Organisation Sponsored Trainees
  - Sponsoring organisations must be incorporated or registered in Singapore
  - Local Government Agencies and local Institutes of Higher Learning cannot be the sponsoring organisations. Employees of these organisations can however qualify for CITREP under self sponsored category.(ii) For Self Sponsored Trainees
  - Possession of either one of the following:
    - an infocomm qualification (at least a diploma, & qualifications should be attained within 5 years from the date of CITREP application) OR
    - at least 1 year of infocomm working experience (infocomm related job roles should be held within 5 years from the date of CITREP application)
- e. (i) For Course Fee Support

Complete at least 75% of training course within 6 months from course commencement date to qualify.

(ii) For Certification Examination Fee support

Pass all the examinations required by the certification within 6 months from the commencement date of the 1st examination.

Trainees **must ensure** that the course providers/testing centres have submitted their enrollment for their intended course(s) or certification examination(s) on their behalf in the iTRAIN system before the commencement of the course/examination.

**5. APPLICATION PROCEDURE FOR CITREP CLAIM**

- a. Claim applications shall be submitted by the organisation for Organisation Sponsored trainees and Self Sponsored trainees shall submit the application on their own.
- b. All trainees must make an online claim application to NICC via **iTRAIN** within **twenty (20) working days** from the date of completion of the training course or passed the exam(s) required by the certification if they want to claim for the funding support. **Late Submissions Will Not Be Accepted.**
- c. All trainees must obtain their **SingPass ID and password** in order to access to iTRAIN to submit the online application.
- d. NICC will only process the claim application after receiving a complete claim application documentation within **five (5) working days** from the date of the online claim application:
  - i. An acknowledgement printout of the claim application, ie. iTRAIN printout for the successful claim application submission (the page will indicate the claim reference).

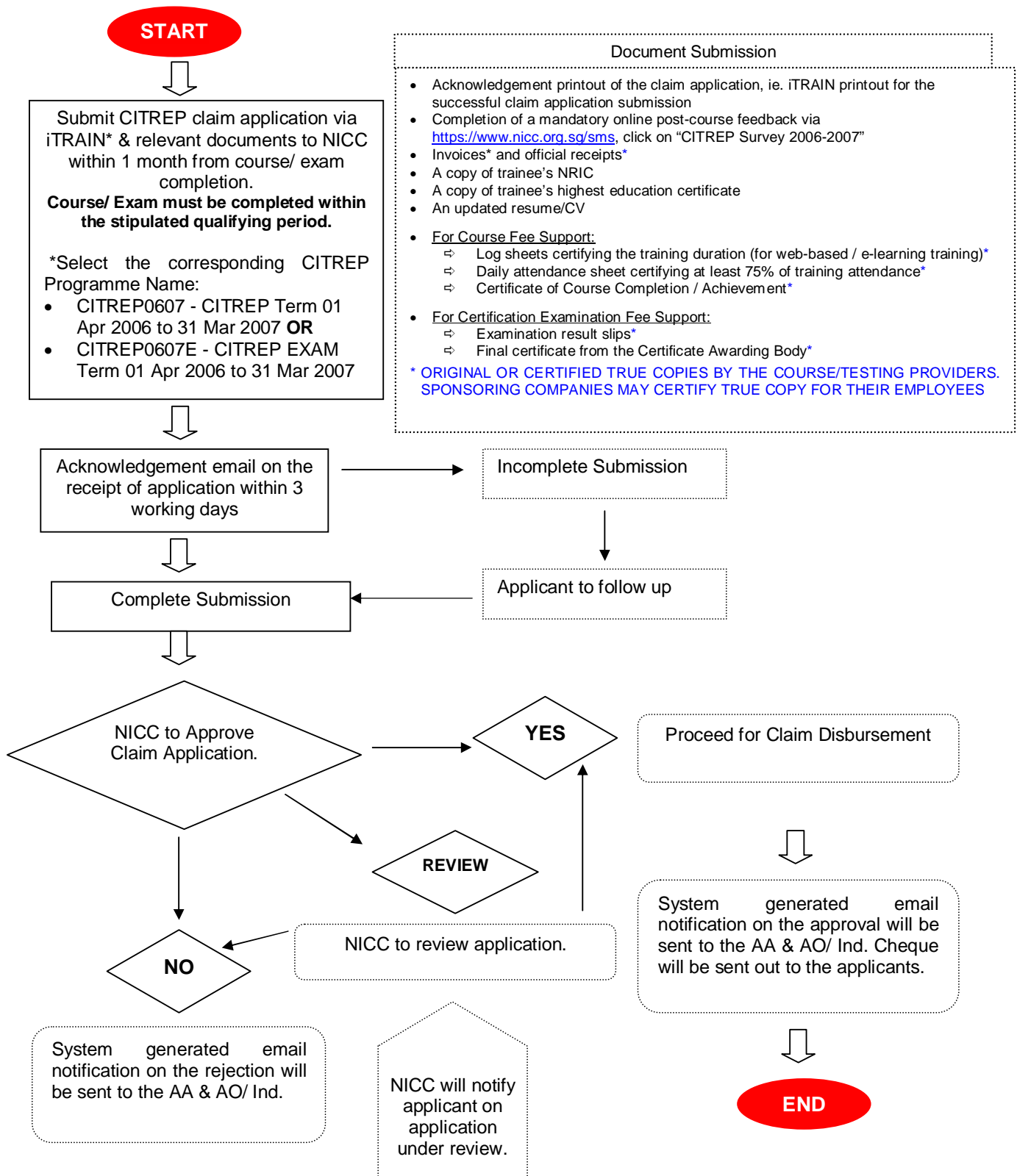
- ii. Completion of a mandatory online post-course feedback via <https://www.nicc.org.sg/sms/public-intro.asp> Select the public survey and it will bring you to the public survey page and click on "CITREP Survey 2006-2007".
  - iii. Original or certified true copies of Invoices and official receipts of the Course or Certification Exam Fee paid by the course provider
  - iv. A copy of trainee's NRIC
  - v. A copy of trainee's highest education certificate
  - vi. An updated resume/CV
  - vii. For Course Fee Support  
Original or certified true copies by course provider for the following:
    - Log sheets certifying the training duration (for web-based / e-learning training)
    - Course provider's document certifying at least 75% of training attendance trainees
    - Certificate of Course Completion / Achievement
    - Assessment result (for non-certifiable courses only)For Certification Examination Fee Support  
Original or certified true copies by testing provider for the following:
    - Examination result slips
    - Final certificate from the Certificate Awarding Body[SPONSORING COMPANIES MAY CERTIFY TRUE COPY FOR THEIR EMPLOYEES](#)
- e. An acknowledgement on receipt of the claim application documentation will be sent to the claim applicant within three (3) working days after receiving a complete set of supporting documents for the online claim application.
  - f. For successful claims, the disbursement will be made within one (1) month from the date of receipt of complete and accurate claims documentation/ information.
  - g. For unsuccessful claims, an email notification will be sent out within ten (10) working days from the date of receipt of complete and accurate claims documentation/ information.

## 6. FURTHER ENQUIRIES

For enquiries on CITREP & iTRAIN system, please contact:

CITREP Administrator  
National Infocomm Competency Centre (NICC)  
76 Tras Street  
Singapore 079015  
Tel: 6225 5501  
Fax: 6225 5584  
E-mail: [nicc@nicc.org.sg](mailto:nicc@nicc.org.sg)  
Website: <http://www.nicc.org.sg>

# CITREP – Claim Application



*Claims are generally disbursed within 20 working days after receipt and processing of complete submissions. The same workflow applies for exam fees support.*