



## Registration Procedure

# Knowledge Management Practitioner Certification Course

### **1. Submit the filled-up Registration Form and your Commitment Statement.**

The Registration Form is attached. Please do not convert to pdf or image file after filling it up. Send the filled up form to [serafintalisayon@gmail.com](mailto:serafintalisayon@gmail.com) and [babes.afable@gmail.com](mailto:babes.afable@gmail.com).

To obtain certification and learning benefits from this course requires sustained participation of about three (3) hours total per week during the first ten online learning sessions plus workplace practice for another eight weeks. Accordingly, each participant will be asked to additionally email a Commitment Statement (see attached sample text). Once you send the Commitment Statement and the filled-up Registration Form you are considered registered.

### **2. Get and use your Gmail address.**

Get a Gmail address if you do not have one. You will need this to access and use the course website which uses Google Sites and other Google applications. Your Gmail address should clearly indicate your name, which appears when you post questions, replies and comments in the discussion forums. Addresses that do not clearly identify you such as [pretty.me@gmail.com](mailto:pretty.me@gmail.com) or [director.xyz@gmail.com](mailto:director.xyz@gmail.com) are not acceptable. Email Dr. Serafin Talisayon ([serafintalisayon@gmail.com](mailto:serafintalisayon@gmail.com)) your Commitment Statement using your Gmail address.

### **3. Pay the course fee.**

If you reside in the Philippines, please pay the course fee by inter-branch deposit in any Banco de Oro branch nearest you, payable to Account Name: Community and Corporate Learning for Innovation Inc. and Account Number: 003550215538. For participants based outside the Philippines, send the US\$ amount by wire or similar transfer to Account Number: 103550213144. The bank name is BDO Unibank and its Swift code is BNORPHMM. See the Registration Form for more detailed payment instructions. After payment, email to [serafintalisayon@gmail.com](mailto:serafintalisayon@gmail.com) and [babes.afable@gmail.com](mailto:babes.afable@gmail.com) the image scan of the bank receipt. Please make sure the Account Name is correct and complete, else the receiving bank may refuse the payment to the CCLFI account.

The course fee is non-refundable for cancellations beyond five (5) working days from start of the course; 50% of the course fee is refundable for cancellations received less than five (5) working days from start of the course. A participant who fails to pay the course fee within thirty (30) days after course start date will be de-registered from the course. Weekly participation is essential to learning in this course; non-participation for whatever reason for two consecutive (2) weeks will result in de-registration of the participant concerned and forfeiture of the course fee. However, those de-registered can enroll in the next scheduled class by paying only 50% of the total course fee. Certificates will be awarded only to those who have settled their course fees, participated in every week, and met all course requirements.

### **4. Pre-course exercises in using the course practice website.**

After completing Steps 1-3 above, you will receive an emailed invitation to the course practice website a few days before course start date. You will be provided detailed instructions on how to access, browse and familiarize yourself with the website as well as participate in Pre-Course Exercises there. Course start date will be on **22 March 2024**. CCLFI reserves the right to postpone the start of the course to a later date if the minimum number of participants is not yet met.