

## FINAL REPORT OF SUPERVISING MEMBER AND CERTIFICATION OF TRAINING

At the end of the training period, the training organization and the Supervising Member should issue a certification of training obtained by the trainee through a summary report and should recommend the suitability of the trainee to become a Certificate holder/ Diploma holder or an Associate Member of the Institute.

### ADMISSION TO ASSOCIATE MEMBERSHIP

The trainees who have fulfilled following criteria can submit an application for admission to the Associate Membership (the application is available at the Training Division of the Institute).

- Successful completion of all examinations of the Institute.
- Successful completion of Certificate Level and Strategic Level training along with the certification of the Supervising Member and the Training Organization.
- Successful completion of the interview on practical training. (VIVA)
- Successful completion of all other structured training requirements (compulsory communication skills and IT courses).

### Assessment of Practical Training by an Interview Panel (VIVA)

Authenticity of the training records will be assessed prior to admission to the Associate Membership by a panel appointed by the Committee.

The assessment of authenticity of training will be through a presentation and an oral interview by the panel.

With the recommendation of the panel, the Committee may recommend the applicant for the approval of the Council.

On the approval of the Council, the Members Relations Division will process the applicant to the Associate Membership of the Institute.

**The trainees who have completed Strategic Level II examination, Strategic Level training and the Compulsory Communication skills programme are also permitted to apply for the VIVA.**