



Guidelines for Participants attending CEPSWAM or CEPIETSO BP Training

Dear participants,

Please follow the guideline below for step-by-step procedure prior to, during, and after the completion of the training:

Step	Action Item	Focal Person
Pre-programme		
1-	<p><u>Registration</u></p> <p>Submit the following documents in the online registration form:</p> <ol style="list-style-type: none"> 1. A copy of highest academic certificate of the participant (e.g. degree, diploma) with regards to the minimum requirement. (refer to pre-requisite) 2. Job offer letter/letter from company/ job description stating participant's working experience (for other than Diploma/Degree in Science or Engineering) 3. SSM Certificate of the Company (Borang 9)* and Form 13 - if the name of the company has changed. 4. Customer Input Creation form (Company stamp at all pages) <p>Only application with complete documents will be processed.</p>	<p>All the required documents must be submitted in the registration form.</p> <p>Should there is any missing document not submitted in the form, kindly email to ahmadsyukri.abdrahma@petronas.com and cc to nornishaathirah.azmi@petronas.com</p> <p>*Items 3-4 only for non-PETRONAS and a first time client for INSTEP. Please refer to your HR should there already participant from your company.</p>
2-	<p><u>Confirmation</u></p> <p>Participant will receive the official confirmation email to be issued by 7-14 days prior to the training date.</p>	<p>All necessary documents including for HRD Corp grant application will be included in the confirmation email.</p>

	<p>INSTEP will notify you too if the session has to be postponed/ or if your application is not successful.</p> <p>No cancellation is allowed once confirmed.</p>	
<p>3-</p>	<p>Check your name & IC number in the Joining Instructions provided in the confirmation email to avoid error in the certificate to be issued at the end of training programme. This is also important for your registration in NRCEP database (EiMAS).</p> <p>INSTEP will not be responsible for any error in the certificate if not being informed.</p>	<p>Please report any errors to Ahmad Syukri bin Abdul Rahman (ahmadsyukri.abdrahma@petronas.com.my) and CC (nornishaathirah.azmi@petronas.com) within 3 days after receiving the confirmation email.</p>
<p>4-</p>	<p><u>HRDC-SBL KHAS</u></p> <p>HRDC grant application must be applied before programme start date. Shall the grant is not approved by 10 days after programme started, the invoice will be issued to your company.</p> <p>HRD Corp Claimable (MyCoID: 956097-W) – SBL KHAS</p> <p>Training Programme No : 10001172678 (CePSWaM) 10001166604 (CePIETSO-BP)</p> <p>Please share the grant ID to the focal mentioned for our reference.</p>	<p>Please email the proof of grant ID approved to Farizah Bt M Bidin (farizah_bidin@petronas.com.my) and Mardhiyah Marisha Mazlan (mardhiyahmarisha.ma@petronas.com.my)</p> <p>For inquiry on HRD Corp matters, please email to:</p> <p>1- Mardhiyah Marisha Mazlan (mardhiyahmarisha.ma@petronas.com.my)</p>

<p>5-</p>	<p><u>Invoice</u></p> <p>For company sponsored without HRDF grant, invoice will be issued within 30 days after the training end. You are given 30 days from invoice issuance date to clear the payment.</p>	<p>For invoice related matter, please follow up directly with the following focal person:</p> <ol style="list-style-type: none"> 1. Farizah Bt M Bidin (Industry) farizah_bidin@petronas.com.my 2. Nur Farhanim Anuar (PETRONAS) nurfarhanim.anuar@petronas.com.my 3. Nur Hazshikin Abd Hadi nurhazshikin.bintiab@petronas.com.my
<p>6-</p>	<p><u>Payment</u></p> <p>For self-sponsored,</p> <p>Upfront payment is required. Upon payment, you may click this link to submit your payment details and email your payment slip to instep.finance2u@petronas.com.my</p> <p>For company-sponsored,</p> <p>Kindly refer to the payment details in the invoice and email the proof of payment to instep.finance2u@petronas.com.my</p>	<p>Please CC your email of the copy of payment proof to the following focal person:</p> <ol style="list-style-type: none"> 1- Ahmad Syukri bin Abdul Rahman ahmadsyukri.abdrahma@petronas.com 2- Nabila Roslan (nabila.roslan@petronas.com.my)
<p>7-</p>	<p><u>Payment Receipt</u></p> <p>Receipt will be issued by our Finance team on the first week of the consecutive month.</p>	<p>For receipt related matter, please follow up directly with the following focal person:</p> <ol style="list-style-type: none"> 1- Azizul Rahman Azli azizulrahman.azl@petronas.com.my
<p>8-</p>	<p><u>Certificate of Attendance</u></p> <p>Certificate will be issued to the participant in hard copy on the last day of training.</p>	<p>Please notify Ahmad Syukri bin Abdul Rahman (ahmadsyukri.abdrahma@petronas.com.my) if you did not receive your certificate of attendance.</p>

9-	<p><u>Result</u></p> <p>You may check your result after 2-3 months from the date of training completion thru EIMAS website. INSTEP focal will notify shall the result for your session already available for checking.</p> <p>This process will be briefed to the participants during the training. If you couldn't see your results after 2-3 months from training completion, please check whether payment has been cleared. If cleared, please notify INSTEP on the payment.</p> <p>INSTEP will hold the result until payment proof is provided.</p>	<p>Check your result thru:</p> <p>https://nrcep.doe.gov.my/public/online-result.php</p> <p>Please email payment proof to Ahmad Syukri bin Abdul Rahman (ahmadsyukri.abdrahma@petronas.com.my). Only then, INSTEP will release your result.</p>
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For general inquiries regarding Certified Environmental Professional in the Operation of Industrial Effluent Treatment Systems (Biological Process) (CEPIETSO BP) or Certified Environmental Professional in Scheduled Waste Management (CEPSWAM), please contact:

Ahmad Syukri bin Abdul Rahman
(Event Maestro for CEPIETSO BP & CEPSWAM)
(ahmadsyukri.abdrahma@petronas.com)

09-668 6045 / 010-717 6508

or

Nor Nisha Athirah Azmi
(Event Maestro for CEPIETSO BP & CEPSWAM)
(nornishaathirah.azmi@petronas.com)

Working days: Sunday – Thursday (following Terengganu state working days)