

**APIEM CERTIFIED EVENT QUALIFICATIONS APPLICATION FORM**

**return this form to apiemacademy@gmail.com**

# Summary Information

|  |  |
| --- | --- |
| **Name & Title** | Name |
| **Address**  | Details |
| **Occupation and position/job title** | Details |
| **E-mail address** | Details |
| **APIEM Certified Event Qualification being applied for – please specify the APIEM Certified Event Planner, APIEM Certified Event Manager, or the APIEM Certified Event Educator** | Details |

# Applicant information

|  |  |
| --- | --- |
| **Career History – specify names/addresses of employers, dates of employment and job roles** | Details |
| **Education Qualifications – specify names of higher educational institutions attended, qualifications achieved** | Details |
| **Events Management experience – specify the educational and/or work experience you have gained in the events industry** | Details |

# Recommendation – to be completed by APIEM

|  |  |
| --- | --- |
| **I recommend that the proposed applicant is eligible to enrol for an APIEM Certified Events Qualification**  | Details |
| **Comments** | Details |

1. **SIGNED DATE**

**Professor David Hind, President or**

**Dr Karen Fernandez, Vice President**

**APIEM ACADEMY**

**APIEM ACADEMY TERMS & CONDITIONS**

In applying for and accepting a place to study for an APIEM Certified Event Qualification you agree to abide by the following terms and conditions:

1. Once your enrolment on the APIEM Certified Event Qualification (the APIEM Certified Event Planner, the APIEM Certified Event Manager, or the APIEM Certified Event Educator) is accepted and your course fee has been paid you will have access to the APIEM Academy online learning course materials.
2. You will have three months to complete the APIEM Certified Event Planner Qualification, three months to complete the APIEM Certified Event Manager Qualification and six months to complete the APIEM Certified Event Educator Qualification.
3. Your access to the APIEM Academy online learning resources will end after three months for each of the APIEM Certified Event Planner and Manager Qualifications and six months for the APIEM Certified Event Educator Qualification.
4. If you do not pass at the first attempt the assessment for your APIEM Certified Event Qualification you will have the opportunity to resubmit your assignment (one time only) at no additional cost.
5. Your enrolment on the APIEM Certified Event Qualification cannot be transferred to another person, it is individual to yourself.
6. The assignment that you undertake and submit for the APIEM Certified Event Qualification must be your own work and must not include the ideas of any other person. If plagiarism occurs you will not be awarded an APIEM Certified Event Qualification.
7. No refund can be made of your course fee by the APIEM Academy. In exceptional mitigating circumstances (at the discretion of the APIEM Academy) your period of enrolment could be extended.
8. The copyright of all the APIEM Certified Event Qualifications learning resources rests with the Asia Pacific Institute for Events Management (except those that are from open-access sources, for example Youtube). The APIEM Certified Event Qualification learning resources cannot be re-produced, copied or shared (in any format) with any other person or organisation.
9. In becoming a student of the APIEM Academy you accept that your program of study is 100% online, that the learning materials provided through the APIEM Academy website are complete in themselves and that you study at your own pace as an independent, self-directed learner.
10. To access the APIEM Academy online learning resources you will need a reliable, high speed internet connection and the use of a laptop or a wide screen tablet.
11. The software used for completing the assignments for the APIEM Certified Event Qualifications will be Microsoft Word and Excel. Your assignment will be submitted to the APIEM Academy as a PDF file.
12. The method of communication between yourself and the APIEM Academy will primarily be through email. Text messages sent to the APIEM Academy through social media channels will not be answered.
13. For part of the assessment of your APIEM Certified Event Qualification you will have a personal interview with an APIEM Certified Event Educator using software such as Zoom, Whatsapp or an equivalent digital communication software.
14. The APIEM Academy will normally reply to the emails you send to apiemacademy@gmail.com within 48 hours.
15. All APIEM Academy learning resources are provided in the English language and English is the language for writing your assignment.
16. You agree to abide by the academic regulations of the APIEM Academy as provided for you in the course learning handbooks and available on the APIEM Academy website.

I agree to the above APIEM Academy terms and conditions.

Name:

Signed:

Date: