THE INSTITUTE OF
Company Secretaries of India
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

FREQUENTLY ASKED QUESTION ON STIMULATE PORTAL

QUERIES RELATED TO LONG TERM TRAINING

Q1.	**How can I login into stimulate portal?**
Ans:	students are required to login in stimulate portal through their smash login details. We wish to clarify that student can log in stimulate portal only through the Smash log in credentials.
Q2.	**How can I submit my documents of practical training under the stimulate portal?**
Ans:	After login into your account, you have to choose the option of long term training>click on long term training ,specialized training request and then form will open in your screen (i.e. Request for Training Registration) fill all required fields and upload your documents and submit your request.
Q3.	**How do I know that my training request has been approved?**
Ans:	IF your training is approved by the Institute than in your training grid which will be available under the tab of long term training your approval status will change as approved. Apart this you will also get automated messages from system on the status of your training.
Q4.	**How can I generate sponsorship letter of my training through the online portal?**
Ans:	You have to generate the sponsorship letter at your end by choosing the option of long term training> generate sponsorship letter.
Q5.	**How Can I update my NOC in the portal and apply for balance training?**
Ans:	In case of transfer/balance training you need to first update the details of NOC in the portal, you may choose the option of long term training>click on long term training ,specialized training request and the click on transfer of training fill all required fields correctly upload your NOC and submit your request. Once you upload the NOC in the portal than you may apply for Balance Training through the tab long term training >>balance training registration please fill details correctly and submit your request.
Q6.	**How can I generate pre sponsorship letter from portal?**
Ans:	You may generate pre sponsorship letter from the tab of Long term training >>>click on the option of Generate Pre Sponsorship letter.
Q7.	**How to check/confirm that my trainer is registered with the Institute for imparting training?**
Ans:	if the Company/PCS is registered with the Institute for the purpose of imparting training than his/her name will be available in the tab of select PCS/Company . If you are not finding your trainer details it means the trainer is not registered with the Institute for training purpose.
Q8.	**How do I come to know which training structure is applicable to me?**
Ans:	You may check training applicability yourself from your account. You are required to complete all trainings available in your profile in sequence.
Q 9.	**How can we submit the training completion certificate of training?**
Ans:	After completion of training and approval of all quarterly reports and project report, you can upload your completion certificate while login into your account.
Q 10.	**What is the process of Company/PCS registration with the Institute for imparting training?**
Ans:	The interested Trainers can submit their request for registration through stimulate portal by

	clicking the following link https://stimulate.icsi.edu/Pcs/pcs.
	Please note that trainers those who are already registered with the institute need not to submit any request through portal for re registration.
Q 11.	**Those company/pcs/ other entities which are already registered with the institute are also required to registered through stimulate.**
Ans:	No, there is no requirement to re registered through portal.
Q12.	**How can I log in in the Stimulate portal?**
Ans:	Students cam log in in the stimulate portal by using the log in credentials of smash. Incase any student does not have the smash log in credentials they may reset their log in credentials from Smash portal only.

QUERIES RELATED TO QUARTERLY /PROJECT REPORT

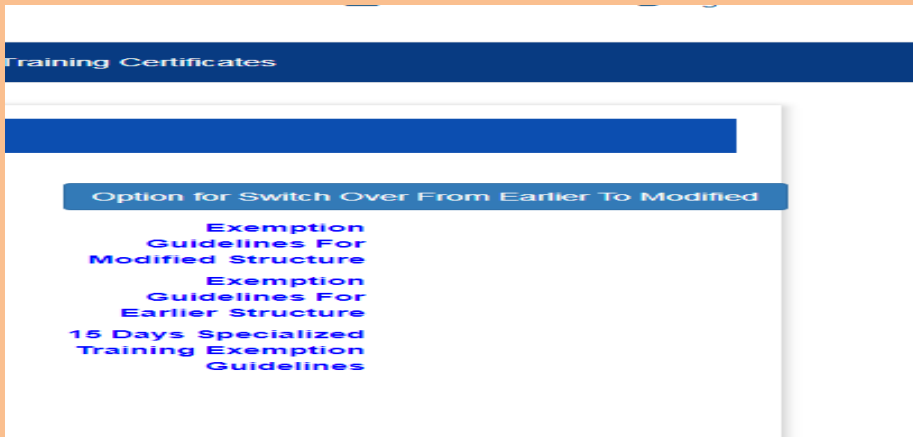| Q 13.	**Who has to submit the quarterly report and where?**
Ans:	Your trainer has to submit the quarterly report. Every trainer has their log in credentials and separate page of long term training from where he/she may submit the quarterly report of his/her trainee. However, it will be the responsibility of the trainee to get it done.
Q 14.	**How do my trainer will get log in credentials?**
Ans:	The trainers registered through Portal will get the user id/unique code through system . Further the Institute has already shared log in credentials with all the registered trainers in their email ids, but in case any trainer is not able to find his log in credentials , they may submit their request through the grievance portal.
Q 15.	**The trainees details are not showing in trainers account. Why?**
Ans:	This may happen due to the following conditions:
	1. Please advise your trainee to generate sponsorship letter from his account
	2. Please advise your trainee to at least log in once in the stimulate portal.
	3. It may happen that the trainer registered with the ICSI one or more time and having two or more PCSA code.
	If the still trainer could not able to find his trainee details , they may submit their request through the grievance portal.
Q 16.	**What is the procedure to submit the project report?**
Ans:	You may submit the project report from the tab of long term training >>>>>update training reports.

QUERIES RELATED TO SHORT TERM TRAINING

Q 17.	**How can I apply for various short term training applicable to me?**
Ans:	In the portal you may check the schedule of training which will be organize by the Chapter/Regional offices , as per you convenience you may apply for the training programme by making online payment.
	Please note that you need to complete all short term training which is applicable to you in sequence only, the system will not you to apply you don't complete the requirement of previous training . For example if you are doing training under earlier training structure than only after completing EDP and updating the records in portal you may apply for PDP, similarly, if 15 days academic programme is applicable to you than you may complete and update 02 days induction program than only you may apply for next trainings/programme.
Q 18.	**How can I upload/submit short term training completion certificate in the stimulate portal?**

Ans:	You may upload the completion certificate of various training from your account by using the tab of short term training>>>>upload completion certificate.
Q19.	**I have already uploaded the completion certificate for EDP/3days or 5 days programme, however, it is still not updated in the system?**
Ans:	You are requested to re—upload the certificate in the portal , while uploading the certificate please check the disclaimer and accept all the term condition.
Q 20.	**Earlier the status of my PDP status on my account was completed now it is showing as incomplete/in progress?**
Ans:	The Institute has observed that in many cases students has uploaded only one PDP completion certificate and their status changed as completed. Now the institute makes changes in the system and provides facility to mention PDP credit hours against each certificate. Please note that in order to become eligible for applying membership of the Institute every student needs to complete the requirement of 24 hours of PDP. If any student put wrong PDP hours than they are advised to change/edit the PDP hour by using edit functionality from the tab of short term training >>>>>upload training certificate, kindly select edit button in the uploaded certificate grid.

QUERIES RELATED TO EXEMPTION FROM TRAINING UNDER STIMULATE

Q 1	**How to apply for exemption under stimulate?**
Ans:	Log in into the screen ➡ Go to Long term training ➡ Exemption Request ➡ Apply for exemption Please note- before applying for exemption see the guideline properly and get your document prepared as per the requirement. Size of the document should not exceed more than 4 MB.
Q 2	**How to apply for Balance training exemption?**
Ans:	Please follow above procedure mentioned in the Q.1 , when you click on apply for exemption it will be showing balance exemption. You can fill up the detail and submit the application.
Q 3	**Where can we see the guideline related to eligibility and document requirement for claiming exemption?**
Ans:	**Under the website** www.icsi.edu - Student – Training- Practical Training exemption. **Under Stimulate** – when you click on apply for exemption- in the form , all the guidelines are available, before apply for exemption , you should refer the guideline.
Q 4	**I have paid the fees of Rs.10,000/- but still it is showing not paid or showing payment initiated?**
Ans:	You should wait for 3 days, if after 3 days status is same then please submit your grievance in the grievance portal https://smash.icsi.in/scripts/login.aspx . Further, after 3 days if it is

	conformed that payment was not successful, then you can click on Pay in case not paid option to submit the application.
Q 5	**How to apply for 15 days ROC training exemption?**
Ans:	If you are professional passed student and your 15 months training completion is updated in the stimulate then please follow above procedure mentioned in the Q.1 , when you click on apply for exemption it will be showing 15 days ROC training exemption. You can fill up the detail and submit the application
Q 6	**I am trying to re upload the document but it is showing Documents already existed, what should I do in this case?**
Ans:	Rename your document and then again try to upload it.
Q 7	**How to submit the called for document mentioned in my Grid?**
Ans:	Go to your application grid- Click on Radio button to select the exemption application already applied- click on EDIT – Inside the screen again click on EDIT button for particular company and upload the document – go to end and click on submit button. If you are submitting the revised experience certificate then please remove the certificate submitted earlier then upload fresh certificate in new name.
Q 8	How can I apply for exemption under modified training structure?
Ans:	When you click on Apply for exemption – you will see in the exemption form – option for Switch over from earlier to Modified. However, it is advised that before taking switchover , you should see the guideline for claiming exemption under modified training structure that you are eligible for exemption under modified training structure or not Training Certificates Option for Switch Over From Earlier To Modified Exemption Guidelines For Modified Structure Exemption Guidelines For Earlier Structure 15 Days Specialized Training Exemption Guidelines
Q 9	**How to Generate the Exemption Letter?**
Ans:	Under – Student Home Page- Long term Training- Exemption Request- Click on radio Button – Click on Generate Exemption Letter. Exemption letter can be generated only when approval status showing as "Approved"

Exemption Request

Search Results

Select	Exemption Name	Exemption Fee	Fee Status	Requested Date	Approval Status	Approved Date	Remarks
◯	Long Term 12 Months Exemption	10000	Paid	04/06/2020	Approved	05/06/2020	

[Apply for Exemption]   [Generate Exemption Letter]   [Edit]   [Pay In Case Not Paid]

Note : If any student/trainer facing any other issue which is not covered in the FAQ, they may submit their issue/compliant at the Institute grievance portal. It is to inform to all concern that e mail facility has been discontinued.