**DIRECTORATE OF TRAINING**

***FAQs ON E-GOVERANCE TRAINING MODULE***

***(LONG TERM TRAINING)***

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| Q 1 | How do I login to the new e-governance Training module? |
| Ans | You can log in through ***E-GOVERANCE TRAINING MODULE Portal*** by clicking the following link https://stimulate.icsi.edu |
| Q 2 | What is the procedure of applying for long term training under the automated Training module? |
| Ans | All the practical trainings like AT and MT shall be executed in an online platform in which students can send their training agreement, appointment letter online and they will get the auto generated training sponsorship letter, auto generated mail, auto generated SMS at every stages of training.  After Logging in to your account, you have to choose the option of long term training < training request < apply for long term training and fill the required field and upload your documents and submit your request. |
| Q 3. | Is there any way of checking the status of Training i.e., whether my training request has been approved or not? |
| Ans | Yes, you can check the status of your training by logging in to your account under the option of long term training < training request. You will also get an Auto sms & e-mail on your registered mobile number & e-mail. |
| Q 4 | Can I apply for Transfer in Training? If yes, how and where to submit the NOC for Transfer in training? |
| Ans | Yes, you can apply for transfer in training. At the time of applying for balance training, you have to upload your balance training documents and NOC. |
| Q 5 | In case I want to apply for a second transfer in training, then how do I re-submit those documents? |
| Ans | In case of a second transfer, you may choose Long term training < balance training registration and fill all selected fields and upload your documents along with NOC. |
| Q 6 | Who will send me my training sponsorship letter? |
| Ans | You have to generate the sponsorship letter at your end by choosing the option of long term training < generate sponsorship letter. |
| Q 7 | Can I submit only a No Objection Certificate? |
| Ans | No, NOC has to be uploaded at the time of balance training application along with all the other training documents. |
| Q 8 | What is the procedure of applying for pre –sponsorship letter? |
| Ans | To apply for pre-sponsorship letter, please choose the long term training option < generate pre sponsorship letter. |
| Q 9 | Can I generate pre sponsorship letter myself? |
| Ans | Yes, you can generate pre- sponsorship letter at your end for the e-governance Training page. |
| Q10 | Who will tell me which training structure is applicable to me. |
| Ans | You have to yourself check the training applicable to you. On your account you may check the applicable training structure and complete all trainings available in your profile in sequence. |
| Q 11 | Who has to submit the quarterly reports and Where? |
| Ans | Your Trainer has to submit the quarterly reports. On the e- Governance page, the details of the trainee would be made available to the trainer on his page where he/she has to login and after completion of every quarter trainer needs to submit the quarterly reports of all the trainees undergoing training with the Trainer. However, it will be the responsibility of the trainee to get it done. |
| Q12 | How can I apply for various short term trainings such EDP,PDP, 15 Days Academic Programme and MSOP ? |
| Ans | You can apply for various short term trainings on the e-governance page only. You will get the details of Chapters and Regional offices organizing training under short term training where you can < apply for training. |
| Q13 | Is there any fee for short term training? If yes, can i pay cash? |
| Ans | Yes, there are different fees for various short term trainings. The payment for short term trainings can only be made online through Payment gateways. |
| Q14 | What is the method of applying for Exemption from long term training and 15 days academic Programme? |
| Ans | It may kindly be noted that only professional pass students having work experience prescribed in the regulations can apply for exemption from long term training. Whereas exemption from 15 days academic programme can be applied after passing Executive examination. Students may apply for exemption from the tab of long term training<Exemption request. |
| Q 16 | How can I apply for Membership of the Institute? |
| Ans | The students will get the training completion certificate showing the history of all kinds of training undergone by them from time to time which will enable them to apply for ACS membership subject to other conditions. The student will be able to generate a training Clearance certificate on the basis of which they may apply for Membership of the Institute. |