



# VMEB Certified ECME Training Centre Registration/Renewal Form

Vienna Music Examination Board

- New Registration**  
 **Renewal** (CTC#.....)

Please fill in the form use CAPITAL letters.

## PART A: INFORMATION

\* "Organization Name" and "Address" will be printed onto the license certificate. Please write them clearly.

Organization Name*:	
Year of Incorporation:	
Address*:	
City:	Country:
Telephone no.:	Fax no.:
Email Address:	
Website (if any):	
Contact Person Name:	
Contact Person Position:	
Contact Person Tel. No.:	
Contact Person Email:	

## PART B: BACKGROUND (Part B is not required for renewal)

How many years does your organization engage in teaching early childhood music education?	( ) yrs
List out all types of early childhood music education programs available at your organization?	
Does your organization provide private or group early childhood music education lessons?	<input type="checkbox"/> Private one-to-one lessons only <input type="checkbox"/> Group lessons only <input type="checkbox"/> Both
How many teachers does your organization has for conducting early childhood music education programs?	Full-time teachers: ( ) Part-time music teachers: ( )
How many students currently studying early childhood music education programs at your organization?	( ) students
What is the age range of your students studying early childhood music education programs at your organization?	From age ( ) to age ( )
In addition to early childhood music education programs, does your organization also provide other types of programs (e.g. instruments, language, ballet, painting, etc.)?	<input type="checkbox"/> Yes (please give details): <input type="checkbox"/> No
Is your organization an accredited training centre of any local or international music exam boards or other authorities?	<input type="checkbox"/> Yes (please give details): <input type="checkbox"/> No
Does your organization has any branches?	<input type="checkbox"/> Yes (No. of branches): <input type="checkbox"/> No
How many classrooms does your organization has for conducting early childhood music education programs?	( ) classrooms

**PART C: FEES**

**Licensing Fee:** An annual Licensing Fee of **EUR2000 (Two Thousand EURO)** per one-year licensing period per location (i.e., per address) will be charged for each new registration/renewal of VMEB Certified ECME Training Centre. The Licensing Fee is non-refundable and non-transferrable.

**Certificate Fee:** An administration fee of **EUR60 (Sixty EURO)** will be charged for issuance of each graduate certificate. VMEB Certified ECME Training Centre may apply graduate certificates issued by Vienna Music Examination Board and/or by its Board member (if applicable) for their students, provided that students have completed a program in according to the Board’s Early Childhood Music Education Program Structure list in Schedule B. The Certificate Fee is non-refundable and non-transferrable.

*(For “New Registration”, do NOT make any payment until your application is approved! An “Approval Result Statement” stating whether your application is approved or not will be issued within 2 weeks after receiving your application. If your application is approved, payment of Licensing Fee shall be made within 2 weeks from the date of issue of the Approval Result Statement”. Otherwise, it shall be deemed that you organization has rejected the offer)*

**PART D: TERMS AND CONDITIONS**

1. The “Board” means Vienna Music Examination Board (Official name in German: Wiener Musik-Prüfungskommission). “ECME” means Early Childhood Music Education.
2. The processing time for new registration/renewal normally takes about two weeks upon received all required documents. The Board has the sole discretion right whether to approve or reject any registration/renewal without giving any reasons.
3. VMEB Certified ECME Training Centre must strictly follow all rules and regulations set by the Board from time to time. The Board has the sole discretion to amend any of its rules and regulations at any time.
4. It is the responsibility of VMEB Certified ECME Training Centre to obtain all necessary licenses and registrations if so required by any authority or Act or Law of the territory in which it operates.
5. There is no partnership or agency or employer and employee relationship between the Board and VMEB Certified ECME Training Centre. VMEB Certified ECME Training Centre agreed to indemnify the Board and keep indemnified the Board against all legal liability, actions, suits, proceedings, claims, demands, costs and expenses whatsoever which may arise or be made or taken against VMEB Certified ECME Training Centre. VMEB Certified ECME Training Centre agreed that the Board shall not be held any responsibilities and liabilities to VMEB Certified ECME Training Centre and anyone for any direct, indirect, incidental, special or consequential loss or damages, liabilities and claims, if any, arising from the activities performed or acted by VMEB Certified ECME Training Centre.
6. Notwithstanding to any terms and clauses, the Board has the sole discretion right to suspend, terminate, cancel and void the VMEB Certified ECME Training Centre status at any time without any compensation to VMEB Certified ECME Training Centre and without holding any liabilities to VMEB Certified ECME Training Centre if the Board has received reasonable complaints against VMEB Certified ECME Training Centre, or that VMEB Certified ECME Training Centre acts in ways which the Board believes that such actions or activities may damage the reputation of the Board.
7. VMEB Certified ECME Training Centre is required to inform the Board within 14 calendar days should there be any changes of contact information.

**For change of address, VMEB Certified ECME Training Centre must return the original copy of the VMEB Certified ECME Training Centre certificate to the Board. Otherwise, it will be treated as a new registration and Licensing Fee will be imposed.**

**If the new address of VMEB Certified ECME Training Centre is not located in the same city as the old address, the Board has the right to disapprove and cancel the VMEB Certified ECME Training Centre status without giving any compensation or refund.**

8. VMEB Certified ECME Training Centre agreed that the Board has the right to include the name, contact and general information of VMEB Certified ECME Training Centre in the Board’s publications.
9. VMEB Certified ECME Training Centre shall be responsible for all transaction, tax and bank charges (for both sides) for any payment made to the Board or the Board’s designated payee.

**PART E: DECLARATION**

We understand and undertake to abide by the Terms and Conditions applicable to the Board’s VMEB Certified ECME Training Centre. We confirm that all information provided by us are accurate and correct.

.....  
Signature of Authorized Officer (with official stamp)      Full Name of Signatory      Title of Signatory      Date

Submit the followings by registered post to the Board's International Exam Administration Office below.

- (1) **This VMEB Certified ECME Centre Registration/Renewal Form**
- (2) **Copy of business registration document**
- (3) **Brochure, leaflet or a summary of your organization (for new registration only)**
- (4) **Licensing Fee**

*(For "New Registration", do NOT make any payment until your application is approved! An "Approval Result Statement" stating whether your application is approved or not will be issued within 2 weeks after receiving your application. If your application is approved, payment of Licensing Fee shall be made within 2 weeks from the date of issue of the Approval Result Statement". Otherwise, it shall be deemed that you organization has rejected the offer)*

*Payment shall be made by bank demand draft in EURO currency made payable to "DR. JAMES EDUCATION LIMITED". All payments made are non-refundable and non-transferrable.*

**Registration Division  
International Exam Administration Office of  
Vienna Music Examination Board  
c/o Dr. James Education  
Room 403, 4/F, Valley Centre  
80-82 Morrison Hill Road  
Hong Kong**

.....  
Please fill in your corresponding address below:

<b>To:</b>

<b>To:</b>

## **SCHEDULE A**

### **Rights of VMEB Certified ECME Training Centre**

**1. Territory Restriction and Non-Exclusivity**

Upon approved by the board, the Applicant (as stated in Part A of this form) is permitted to operate a VMEB Certified ECME Training Centre in the address stated in Part A of this form, and is permitted to execute the rights listed in this Schedule A. All the rights are non-exclusive unless stated in separate agreements otherwise.

For change of address, VMEB Certified ECME Training Centre must return the original copy of the VMEB Certified ECME Training Centre certificate to the Board. Otherwise, it will be treated as a new registration and Licensing Fee and Guaranteed Fee will be imposed.

If the new address of VMEB Certified ECME Training Centre is not located in the same city as the old address, the Board has the right to disapprove and cancel the VMEB Certified ECME Training Centre status without giving any compensation or refund.

**2. Right to Use Title and Logo**

VMEB Certified ECME Training Centre has the right to use the title of VMEB Certified ECME Training Centre and the Board's logo.

**3. Right to Use the Board's ECME Syllabus**

VMEB Certified ECME Training Centre has the right to use the Board's ECME syllabus, and to create its own lesson plans or teaching materials based on the Board's ECME syllabus.

**4. Right to Nominate Teaching Staff to be VMEB Certified Early Childhood Music Education Trainer**

VMEB Certified ECME Training Centre has the right to nominate its teaching staff to be VMEB Certified ECME Trainer. Note that there will be an annual fee for the registration and renewal of VMEB Certified ECME Trainer.

**5. Right to Determine Course Fee**

VMEB Certified ECME Training Centre has the right to determine the course fee of any programs using the Board's ECME syllabus.

**6. Right to Apply Graduate Certificates for its Students**

VMEB Certified ECME Training Centre has the right to apply graduate certificates issued by the Board or the Board's member (if applicable) for their students, subject to the satisfactory of all of the following terms:-

- (1) Submission of Letter of Guarantee (i.e., a document proving that students have completed a program in accordance to the Board's Early Childhood Music Education Program Structure);
- (2) Submission of Instructor Report (i.e., student attendance record);
- (3) Submission of copy of students' ID card or passport or birth certificate. The document must show students' (a) full name and (b) date of birth;
- (4) Payment of Certificate Fee.

## SCHEDULE B

### **Early Childhood Music Education Program Structure**

The Board's early childhood music education program structure consists of 5 levels according to admitting age.

<b>Venue:</b>	The Program must be conducted at VMEB Certified ECME Training Centre.
<b>Teacher:</b>	The Program must be conducted by VMEB Certified ECME Trainer.
<b>Syllabus:</b>	The Program must be based on the Board's early childhood music education syllabus. VMEB Certified ECME Training Centres/VMEB Certified ECME Trainers may create their own lesson plans based on the syllabus.
<b>Period:</b>	Each level must be completed within 12 months.
<b>Class Size:</b>	There is no restriction in class size.
<b>Language:</b>	The Program may be conducted in any language.
<b>Accompany:</b>	For Level 1 to Level 3, each student must be accompanied by one adult in class. For Level 4 and Level 5, students are encouraged, though not compulsory, to attend the class on their own without accompanied by adult.
<b>Admission:</b>	There is no pre-requisite. Students may enroll the level in respective to their age group without studying any lower levels before.

#### **Level 1**

Admitting ages:	6 months to 1 year old
No. of sessions (for Board Member's ECME Graduate Certificate):	12 sessions (100% attendance required)
No. of sessions (for Board's ECME Graduate Certificate):	24 sessions (min 80% attendance required)
Duration of each session:	45 min

#### **Level 2**

Admitting ages:	1 to 2 years old
No. of sessions (for Board Member's ECME Graduate Certificate):	12 sessions (100% attendance required)
No. of sessions (for Board's ECME Graduate Certificate):	36 sessions (min 80% attendance required)
Duration of each session:	Min 45 min, Max 60 min

#### **Level 3**

Admitting ages:	2 to 3 years old
No. of sessions (for Board Member's ECME Graduate Certificate):	12 sessions (100% attendance required)
No. of sessions (for Board's ECME Graduate Certificate):	36 sessions (min 80% attendance required)
Duration of each session:	Min 45 min, Max 60 min

#### **Level 4**

Admitting ages:	3 to 4 years old
No. of sessions (for Board Member's ECME Graduate Certificate):	12 sessions (100% attendance required)
No. of sessions (for Board's ECME Graduate Certificate):	36 sessions (min 80% attendance required)
Duration of each session:	60 min

#### **Level 5**

Admitting ages:	4 to 6 years old
No. of sessions (for Board Member's ECME Graduate Certificate):	12 sessions (100% attendance required)
No. of sessions (for Board's ECME Graduate Certificate):	36 sessions (min 80% attendance required)
Duration of each session:	60 min

The Board has the sole discretionary right to change the ECME program structure and its ECME syllabus at any time. Any revised ECME program structure and ECME syllabus shall be in effective 30 days after announcement regarding such changes has been made by the Board on its website.