



Vienna Music Examination Board

VMEB Certified ECME Training Centre Registration/Renewal Form

New Registration

Renewal (CTC#.....)

Please fill in the form use CAPITAL letters.

PART 1: APPLICANT'S INFORMATION

Upon successful registration or renewal, the Board will issue a certificate which will be sent by post to the address in Part 1. Please ensure that you have filled in the address correctly.

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

PART 2: BACKGROUND (Part 2 is NOT required for renewal)

How many years has your organization been providing early childhood music education?	
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 only <input type="checkbox"/> Group classes only <input type="checkbox"/> Both
How many teachers does your organization has for conducting early childhood music education programs (including both full-time and part-time teachers)?	
How many students currently studying early childhood music education programs in your organization?	
What is the age range of your students?	
Does your organization have any branches?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How many classrooms does your organization has for conducting early childhood music education programs (including classrooms in headquarters and all branches)?	

PART 3: FEES

Licensing Fee*	EUR 2000 <i>per year</i>
Certificate Fee*	EUR 72 <i>per 'graduate' certificate</i> EUR 24 <i>per 'attendance' certificate</i>

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 normally 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 your organization has rejected the license.

Certificate Fee#: VMEB Certified ECME Training Centre may apply graduate and attendance certificates issued by the Board (co-signed with VMEB Certified ECME Training Centre) for their students, provided that students have completed the program in accordance to the Board's ECME program structure (Schedule 1) and course syllabus, and submission of the required documents and payment of certificate fee (Schedule 2).

PART 4: TERMS AND CONDITIONS

1. The "Board" means Vienna Music Examination Board.
2. The processing time for new registration/renewal normally takes about two weeks upon received all required documents and applicable fees. The Board has the sole discretion right whether to approve or reject any registration/renewal without giving any reasons. To cover the Board's administration cost, any payment made are non-refundable and non-transferable in any cases including but not limited to the event that your registration or renewal is not approved.
3. VMEB Certified ECME Training Centre must strictly follow all relevant rules and regulations set by the Board, which may be amended by the Board from time to time at the Board's sole discretion. Any rights granted by the Board are non-exclusive.
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 fully indemnify, defend and hold the Board (including the Board's associates and affiliates) harmless from and against any and all claims, lawsuits, actions, proceedings, demands, damages, costs and expenses whatsoever arising out of or relating to any activities conducted, whether directly or indirectly, by VMEB Certified ECME Training Centre, and 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 any activities conducted 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's license and rights 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 or engages in activities which the Board believes that such actions or activities may damage the reputation of the Board, jeopardize the general interest of the Board, or bring the Board into disrepute, damages or losses.
7. VMEB Certified ECME Training Centre is required to inform the Board within 14 days should there be any changes of contact information or particulars.
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 website and publications.

PART 5: DECLARATION

I/we understand and accept all the terms and conditions stated above, and confirm that all information provided by me/us are accurate and correct. I/we agreed that the Board may perform a background and information check on me/us including but not limited to contacting the law enforcement department or relevant authorities. I/we further acknowledge that I/we shall be facing and responsible for all legal consequences for providing any fake information or documents.

.....
 Authorized Signature Name of Signatory Position of Signatory Date

After completing this form, please send the (1) **required documents** and (2) **payment receipt** by email to international.admin@vmeb.org or by post to the address below:

Registration Division
International Exam Administration Office
Vienna Music Examination Board
Room 403, 4/F, Valley Centre,
80-82 Morrison Hill Road, Wan Chai,
Hong Kong

Required Documents

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

*The Board may request the applicant to provide additional information or documents

Payment Method

For "New Registration", do NOT make any payment until your application is approved.

All payments made are non-refundable and non-transferrable. Payment shall be made by:

- [Credit card](#) or [PayPal](#) online in the Board's official website www.vmeb.org

Note: For payment of non-fixed amount such as graduate certificate fee or attendance certificate fee, contact the Board for a payment link if you wish to make payment by credit card or PayPal.

- [Bank demand draft](#) in EUR currency payable to 'Vienna Music Examination Board Limited'
- [Telegraphic Transfer](#) (TT) in EUR currency. Contact the Board for TT/wire instruction

Corresponding Address

(This should be the same as the address in PART 1 of this form)

To:	
Address:	
Country:	

SCHEDULE 1

Early Childhood Music Education Program Structure

Syllabus	The Program must be designed based on the Board's early childhood music education course syllabus (available at the Board's official website www.vmeb.org). The Board may revise the ECME program structure and course syllabus from time to time.
Lessen Plan	VMEB Certified ECME Training Centre and VMEB Certified ECME Trainers may create their own lesson plans and teaching materials based on the Board's ECME course syllabus.
Training Venue	The Program must be conducted at VMEB Certified ECME Training Centre.
Teacher	The Program must be conducted by VMEB Certified ECME Trainer.
Language	The Program may be conducted in any language.
Class Size	There is no restriction in class size. Between 4 to 10 students per trainer is highly suggested
Levels	There are 5 levels for different age groups. Students may join the appropriate level according to their age group even though they have not studied any lower age levels before.
	Level 1
	Admitting ages: 6 months to 1 year old
	No. of sessions required for 'attendance certificate': 12 sessions (<i>min 80% attendance</i>)
	No. of sessions required for 'graduate certificate': 24 sessions (<i>min 80% attendance</i>)
	Duration of each session: 45 min
	Level 2
	Admitting ages: 1 to 2 years old
	No. of sessions required for 'attendance certificate': 12 sessions (<i>min 80% attendance</i>)
	No. of sessions required for 'graduate certificate': 36 sessions (<i>min 80% attendance</i>)
	Duration of each session: Min 45 min, Max 60 min
	Level 3
	Admitting ages: 2 to 3 years old
	No. of sessions required for 'attendance certificate': 12 sessions (<i>min 80% attendance</i>)
	No. of sessions required for 'graduate certificate': 36 sessions (<i>min 80% attendance</i>)
	Duration of each session: Min 45 min, Max 60 min
	Level 4
	Admitting ages: 3 to 4 years old
	No. of sessions required for 'attendance certificate': 12 sessions (<i>min 80% attendance</i>)
	No. of sessions required for 'graduate certificate': 36 sessions (<i>min 80% attendance</i>)
	Duration of each session: 60 min
	Level 5
	Admitting ages: 4 to 6 years old
	No. of sessions required for 'attendance certificate': 12 sessions (<i>min 80% attendance</i>)
	No. of sessions required for 'graduate certificate': 36 sessions (<i>min 80% attendance</i>)
	Duration of each session: 60 min
Accompany	For Level 1 to Level 3, each student must be accompanied by an adult (e.g. parent, guardian) in class. For Level 4 and Level 5, students are encouraged, though not compulsory, to attend classes on their own.
Period	Except in special situation, students must complete each level within 12 months.

SCHEDULE 2

Conditions for the Application of ECME Certificates

VMEB Certified ECME Training Centre may apply graduate and attendance certificates issued by the Board (co-signed with VMEB Certified ECME Training Centre) for their students, subject to the satisfactory of all of the following conditions:

- (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) signed by Certified ECME Training Centre;
- (2) Submission of Instructor Report (i.e., student attendance record) signed by Certified ECME Trainer;
- (3) Submission of copy of students' ID card, passport or birth certificate. The document must show students' (a) full name and (b) date of birth; and
- (4) Payment of Certificate Fee

Note: The Board has the sole discretionary right to amend any conditions and to impose additional conditions at any time. VMEB Certified ECME Training Centre must comply to all the updated conditions and requirements.