



# VMEB Certified ECME Trainer Registration/Renewal Form

Vienna Music Examination Board

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

Please fill in the form use CAPITAL letters.

## PART A – PERSONAL INFORMATION

Surname:	Given Name:
Gender:	Date of Birth:
ID/Passport No.:	Issuing Country:
Corresponding Address:	
	City: Country:
Telephone no.:	
Email Address:	

## PART B – QUALIFICATION AND EXPERIENCES

Qualification and experiences must be proved by supporting documents.

*(Part B is not required for renewal unless you have obtained new qualification and experiences)*

**Music or Early Childhood Education related Academic Level** (*Diploma, Bachelor, Master Degree, etc.*)

Name of Institution	Major Subject	Title Obtained	Year of Award

**Musical Instrument Graded Exam Qualification**

Name of Music Examination Board or Exam Authority	Musical Instrument	Highest Grade Achieved	Year of Award

**Other Music or Early Childhood Education related Professional Qualification**

Name of Issuing Organization	Qualification	Year of Award

**Musical or Early Childhood Education Teaching Experience**

Name of Institution	Programs Responsible	Position	Period

**Orchestral Performance Experience**

Name of Orchestra	Instrument	Period

**Music Competition Award/Prize**

Award/Prize Issuing Organization	Name of Award/Prize	Year of Award

**PART C – REGISTRATION/RENEWAL FEE**

If not nominated by VMEB Certified ECME Training Centre		If nominated by VMEB Certified ECME Training Centre	
New Registration (1 year license)	Renewal (1 year license)	New Registration or Renewal (1 year license)	Fee in EURO
EUR 200	EUR 150	EUR 100	

If registration/renewal is by nomination, VMEB Certified ECME Training Centre must sign and stamp below.

*We agreed to nominate the applicant stated in PART A of this form to be registered/renewed as the Board's VMEB Certified ECME Trainer.*

CTC#: ..... VMEB Certified ECME Training Centre: .....

  
  

.....

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

**PART D – TERMS AND CONDITIONS**

1. The "Board" means Vienna Music Examination Board (Official name in German: Wiener Musik-Prüfungskommission).
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. Registration and renewal fees will be used to cover the administration cost and hence will not be returned in any cases (including but not limited to unsuccessful registration or renewal).
3. VMEB Certified ECME Trainer 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 Trainer to obtain all necessary licenses and registrations if so required by any authority or Act or Law of the territory in which he/she conducts music teaching.
5. There is no partnership or agency or employer and employee relationship between the Board and VMEB Certified ECME Trainer. VMEB Certified ECME Trainer 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 Trainer. VMEB Certified ECME Trainer agreed that the Board shall not be held any responsibilities and liabilities to VMEB Certified ECME Trainer and anyone for any direct, indirect, incidental, special or consequential loss or damages, liabilities and claims, if any, arising from the execution of activities performed or acted by VMEB Certified ECME Trainer.
6. Notwithstanding to any terms and clauses, the Board has the sole discretion right to suspend, terminate, cancel and void the VMEB Certified ECME Trainer status at any time without any compensation to VMEB Certified ECME Trainer and without holding any liabilities to VMEB Certified ECME Trainer if the Board has received reasonable complaints against VMEB Certified ECME Trainer, or that VMEB Certified ECME Trainer acts in ways which the Board believes that such actions or activities may damage the reputation of the Board.
7. VMEB Certified ECME Trainer is required to inform the Board within 14 calendar days should there be any changes of contact information.
8. VMEB Certified ECME Trainer agreed that the Board has the right to include the name, contact and general information of VMEB Certified ECME Trainer in the Board's publications.

**PART E – DECLARATION**

I understand and undertake to abide by the Terms and Conditions applicable to the Board's VMEB Certified ECME Trainer. I confirm that all information provided by me are accurate and correct.

X .....  
Signature of Applicant      Date

Submit the following documents and payment by registered post to the Board's International Exam Administration Office below.

- (1) **This VMEB Certified ECME Trainer Registration/Renewal Form**
- (2) **Copy of ID card or passport of the applicant**
- (3) **Copy of supporting documents proving applicant's qualification and experiences stated in PART B of this form**
- (4) **Two recent passport size photos**

*Payment shall be made either by (1) bank demand draft in EURO currency; or (2) cheque in Hong Kong dollars (@EUR1=HKD12), payable to "DR. JAMES EDUCATION LIMITED". All payments made are non-refundable and non-transferable.*

**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**

## SCHEDULE A

### **Rights of VMEB Certified ECME Trainer**

**1. Non-Exclusivity**

VMEB Certified ECME Trainer is permitted to execute the rights listed in this Schedule A in any territory. All the rights are non-exclusive.

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

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

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

VMEB Certified ECME Trainer has the right to use the Board's ECME syllabus and to create lesson plans or teaching materials based on the Board's ECME syllabus.

**4. Right to Sign "Instructor Report"**

VMEB Certified ECME Trainer has the authority to sign the Board's "Instructor Report" which must be submitted to the Board by VMEB Certified ECME Training Centre (not by VMEB Certified ECME Trainer) for the issuance of certificates.

## 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. 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.