



Vienna Music Examination Board

VMEB Certified ECME Trainer Registration/Renewal Form

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

Please fill in the form use CAPITAL letters.

PART 1: PERSONAL 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.

Surname:	Given Name:		
Gender:	Date of Birth:	(day)	(month) (year)
ID/Passport No.:	Issuing Country:		
Address:			
	City:	Country:	
Telephone no.:			
Email Address:			

PART 2: QUALIFICATION AND EXPERIENCES *(NOT required for renewal unless with new qualification and experiences)*

Qualification and experiences must be supported by relevant documents. Use separate sheets of paper if not enough space.

Music or Early Childhood Music 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 Exam Board or Exam Authority	Musical Instrument	Highest Level Obtained	Year of Award

Other Music or Early Childhood Music Education related Professional Qualification

Name of Issuing Organization	Qualification	Year of Award

Musical Instrument or Early Childhood Music Education Teaching Experience

Name of Institution	Instrument	Position	Period (from....to....)

Orchestral Performance Experience

Name of Orchestra	Instrument	Period (from....to....)

Music Competition Award/Prize

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

PART 3: REGISTRATION / RENEWAL FEE

NOT by Nomination	By Nomination
New Registration / Renewal (1 year license)	New Registration / Renewal (1 year license)
EUR 150	EUR 100

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

<p><i>We agreed to nominate the applicant stated in PART 1 of this form to be registered/renewed as VMEB Certified ECME Trainer.</i></p> <p>CTC#: VMEB Certified ECME Training Centre:</p>			
.....
Authorized Signature	Name of Signatory	Position of Signatory	Date

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 Trainer 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 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 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 Trainer, and 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 any activities conducted 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's license and rights 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 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 Trainer is required to inform the Board within 14 days should there be any changes of contact information or particulars.
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 website and publications.

PART 5: DECLARATION

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

X
Applicant's Signature Date

After completing this form, please send the (1) **required documents** and (2) **payment receipt of registration/renewal fee** 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 Trainer Registration/Renewal Form
2. Copy of ID card or passport of applicant
3. Copy of supporting documents proving applicant's qualification and experiences stated in PART 2 of this form. Qualification and experiences without proofs will not be considered.
4. Digital colour photo of applicant (a close-up of head, in jpg or jpeg format, between 250KB and 5MB)

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

Payment Method

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
- 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:	