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Creative Agni's TDFE Online – Application Form

Important:

This is the TDFE Online Application form. Please print this form and complete it in your own handwriting. Ensure that you've signed at the bottom of all the pages and also signed across your photograph on page 1 (total of 7 signatures.) Scan/photograph all the pages of the filled-up form and the required documents (please refer to the required documents at the end of the Terms and Conditions section.) Please ensure that the scans/photographs are clear and send them as images (do not send any pdf.) The images should be emailed to applications@creativeagni.com with the email subject "Application for the TDFE Online Course".**

1. Course Name: Training Delivery & Facilitation Excellence Certificate Online Course – TDFE Online

2. Name (in capital letters): _____

3. Date of Birth: (dd/mm/yyyy) _____

4. Preferred Pronouns: She/Her He/Him They/Them

(Check the appropriate box.)

Please paste a recent color passport size photograph and sign across it at the bottom (Please ensure your signature doesn't go over your face in the photo.)

5. Email id: (in capital letters) _____

(* Please do not provide your organizational email id. Please provide a general email id preferably a gmail id.

* Please use the email id that you provide here for sending your application to us and note that all communication from Creative Agni will be sent to you on the same email id.)

6. Mobile Number (Primary): _____ (Alternate): _____

7. Complete Postal Address (in capital letters with complete postal code) _____

(Please note that upon successful completion of your course, your certificate will be couriered to this address.)

8. Educational Qualifications and Other Certifications: (Feel free to attach additional sheets if required.)

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Certificate/Degree	School/College Name	Board/University	Year	Marks/GPA
Class X				
Class XII				
Graduation				
Post Graduation				
Additional Qualifications (if any)				

9. Work Experience after completing Graduation (Bachelor's Degree).

Please state your complete work experience chronologically, listing the recent experience first.
Explain the gaps, if any. (Feel free to attach additional sheets if required.)

S. No.	Name of the Organization	Designation	Role & Responsibilities	Duration	
				From (Month. & Year)	To (Month. & Year)
1					
2					
3					
4					

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10. Objective of Pursuing the Course (Statement of Purpose):

In your own words, write a Statement of Purpose that establishes how this course will help you in achieving your personal/professional goals. (Word Count: At least 150 words.)

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11. Important Information / Terms & Conditions: *(Please read the following carefully.)*

1. Creative Agni reserves the right to review the application for acceptance of your candidature for the TDFE Online course.
2. If your application is accepted, you shall receive an email confirming your application number.
3. Upon receipt of the application number, follow the instructions in the email to submit the course fee.
4. When the course fee is received by Creative Agni, your registration to the course shall be confirmed through email.
5. The course fee is non-refundable. In case of unavoidable and unforeseeable circumstances, a request for transfer to a future session of TDFE Online may be entertained on a case-by-case basis. A transfer request can be entertained only before the commencement of TDFE Online session. No transfer to another session shall be granted once the course session has started.
6. For joining the course, the course fee should reach us by the last date for fee submission. In case the fee is delayed, Creative Agni reserves the right to transfer your candidature to the next session. In this case, you will be informed about it through email. If you wish not to take the course in the next session, your course fee amount shall be refunded after deducting INR. 1250/-.
7. The registered participants shall receive an email from us with their registration number.
8. Creative Agni and its mentors/staff shall communicate with you at the email id provided by you in this form. Please check your email on a regular basis in order to ensure that you receive our communication in time. We strongly recommend that during the course you should check your email at least once a day.
9. In order to take this online course, please ensure that you have a high-speed broad-band Internet-connection as the course would require both your audio and video presence for its Zoom sessions.
10. All course activities, except the Sunday classes on Zoom, are conducted in asynchronous mode, which means that you are not required to log in at *any specific time*. However, for the Sunday classes you will be required to make yourself available. The class-sessions will have a duration of 3.5 hours, which may extend by 15 to 30 minutes. So, please keep a provision for 4 hours.
11. In order to take the online class sessions, you will need a free Zoom account. If you do not already have one, the process of creating a free Zoom account will be shared in the welcome email.

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12. In order to retain its effectiveness, the TDFE course follows the same instructional methodology which is used in all other Creative Agni courses. Thus, the following requirements and conditions apply for the Sunday classes.
 - a. This course is most effectively taken on a computer (desktop/laptop). We strongly recommend that you avoid tablets/smartphones for the classes.
 - b. The Sunday classes are highly interactive so you need access to high bandwidth Internet connection (refer point 9 above) for your continuous audio and video presence in the classroom. It will also enable you to smoothly interact with your mentor and other participants in your group.
 - c. You will need to download the Zoom App into your computer.
 - d. It is recommended that you are the only occupant of your room during the session.
 - e. It will be required that you keep your mobile phone on Silent Mode during the class.
 - f. Please ensure you have a water-bottle and other basics at arm's reach.
 - g. You will be required to take notes and participate in classroom discussions. For this you must bring the following with you to the class.
 - i. A hardback notebook
 - ii. A few sharpened pencils
 - iii. An eraser
 - iv. A couple of sketch-pens
 - v. About a dozen white sheets (A-4) Size.
 - h. The sessions of this program are for synchronous real-time consumption of the enrolled participant. No part of any session may be recorded or stored on any electronic media.
13. The course is conducted according to a pre-determined schedule. You will need to devote at least an average of 8-12 hours per week on your reflection, assignments, and discussions. Please review your schedule for two and a half months from the start date of the course to ensure that you are able to complete all activities in time.
14. Extensions in submission dates related to the various activities of the course will not be granted. You are welcome to make your submissions/complete activities before the submission dates.
15. Upon *successful completion* of the course, you shall receive the Training Delivery & Facilitation Excellence Certificate from Creative Agni.
16. Successful completion of the course entails all of the following:
 - full attendance in all the online class sessions (entire duration of the Sunday classes)
 - completion and submission of all concept and project assignments in time.
 - completion of all quizzes in time.
 - final submission of the project in time.
 - completion of the online test in time.
 - active & constructive participation in the online discussions
 - achievement of at least 60% marks in the course.
- (Note: All the activities listed above carry marks and contribute to your overall performance in the course.)
17. The Certificate shall be couriered *only to the successful participants* (please refer to points 15 & 16 above) at the address provided in this form, one month after the completion of the course. It shall bear the name provided by you in this form.
18. Creative Agni reserves the right to cancel your candidature/participation in the course at any stage if the information provided in this form is found to be incorrect / misrepresented.
19. Creative Agni's decision in all matters related to selection, registration, course administration and implementation, shall be final.

I have read the above information/terms & conditions and I accept them. I also confirm that the information provided by me in this form is correct. I would like to apply for the TDFE Online course conducted by Creative Agni Consulting & Training.

I confirm that am attaching the scans** of the following documents with the email I am sending:

1. *Proof of Date of Birth* (a self-attested copy of High School (Class X) Certificate / Driver's License / Passport / Aadhaar.)



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- ✓ 2. *Proof of Identity* (Passport / Aadhaar / PAN Card / Driver's License – Your photo in this document should match the photo provided by you in the application form)
- ✓ 3. *Proof of Signatures* (PAN Card/Passport)
- ✓ 4. *Proof of Graduation* (at least a bachelor's degree or a final-year marksheet stating that you have passed)
- ✓ 5. This *Completed Form*, with a passport-size signed-across photograph on the first page and with my signatures at the bottom of all the five pages.

(**To initiate the processing of your application, it is essential that all the images of documents are received in order. Please take a print of this application form and photocopies of the required documents. Please sign at the bottom of each page (print/photocopy) and then scan / take a picture. Send us the images. Pdfs are not acceptable. Your signatures should be the same as given in the signature proof. Keep the signed physical documents with you for reference till the course ends.)

Signature of the Applicant: _____ Date: _____