

## Process Flow: Application by HCSA Training Providers to provide HCSA Training Course

Interested applicant (on behalf of organisation) who would like to be recognised as training provider of HCSA Trainings shall fill and sign the **HCSA Training Provider Registration Form** and submit it to the HCSA Secretariat for processing. The form can be found on the HCSA Website [here](#).



The HCSA Secretariat to review the **HCSA Training Provider Registration Form** and submit it to HCSA Executive Director and Quality Assurance Chair for approval based on completeness of information. The review and approval by the HCSA Executive Director and Quality Assurance Chair shall take approximately 2 weeks time.

**Note:** The form submission should be done at least 45 days prior to the proposed date of the requested training.



The decision of approval by the HCSA Executive Director and Quality Assurance Chair shall be communicated by the HCSA Secretariat to the applicant within 20 days upon submission by the interested applicant/organisation.



Upon approval, the applicant together with its organisation will be updated on the HCSA Website once the payment for training syllabus of USD 500 is received by the HCSA secretariat.

HCSA training providers will need to adhere to all the requirements as per the registration form and keep the HCSA secretariat updated on all trainings planned and conducted. Failure of abiding by the requirements may result in the revoked status as a HCSA training provider.

Once approval is provided to the applicant/organisation, the HCSA Secretariat will register the individuals/organisation to provide HCSA training.

Based on the HCSA Executive Committee physical meeting in Oct 2018, there is no objection from the Executive Committee to move forward by allowing external services providers to conduct HCSA training.

**Fee descriptions:** The total one-time cost of the HCSA training syllabus is chargeable at USD 500 to new training providers. Each trainee who passes the training course will be registered as an HCSA practitioner with a fee of USD 50 payable to the HCSA Secretariat. The fee shall be collected through the trainer and to be passed to the HCSA Secretariat.