

Certificate of Employment Intermediaries (CEI)

EA Licence Types	Course Types	Who Needs to be Certified?	What Modules will be covered?	Type of licence placing what kind of worker?
Comprehensive Licence (All)	Certificate of Employment Intermediaries - KAH	Director, Managing Director, Business Registered Partner, Business Owner and other Key Appointment Holders who perform Employment Agency related Work.	<ol style="list-style-type: none"> Key Appointment Holders (KAH) General Migrant Workers (MW) Migrant Domestic Workers (MDW) 	<p>→ Local Worker - Singaporean & PR Citizens</p> <p>→ Migrant Worker - holding Singapore Work Pass (eg. Work Permit, S Pass) in Singapore.</p>
	Certificate of Employment Intermediaries - Basic	Staff/ Admin of Employment Agency who performs Employment Agency related work.	<ol style="list-style-type: none"> General Migrant Workers (MW) Migrant Domestic Workers (MDW) 	<p>→ Migrant Domestic Worker - Who works within the employer's household and providing care for children and elderly dependents to housekeeping, including cleaning and household maintenance.</p>
Comprehensive Licence (Non - MDW)	Certificate of Employment Intermediaries KAH - NON MDW	Director, Managing Director, Business Registered Partner, Business Owner, and other Key Appointment Holders who perform Employment Agency related Work.	<ol style="list-style-type: none"> Key Appointment Holders (KAH) General Migrant Workers (MW) 	<p>→ Local Worker - Singaporean & PR Citizens</p>
	Certificate of Employment Intermediaries BASIC - NON MDW	Staff/ Admin of Employment Agency who performs Employment Agency related Work.	<ol style="list-style-type: none"> General Migrant Workers (MW) 	<p>→ Migrant Worker - holding Singapore Work Pass (eg. Work Permit, S Pass) in Singapore.</p>
Comprehensive Licence (Local)	Certificate of Employment Intermediaries KAH - without EFMA	Director, Managing Director, Business Registered Partner, Business Owner, and other Key Appointment Holders who perform Employment Agency related Work.	<ol style="list-style-type: none"> Key Appointment Holders (KAH) General 	<p>→ Local Worker - Singaporean & PR Citizens</p>
	Certificate of Employment Intermediaries BASIC - without EFMA	Staff/ Admin of Employment Agency who performs Employment Agency related Work.	<ol style="list-style-type: none"> General 	

Classroom Based Training

NEW Course Fee effective on 1st Jan 2023 (GST Included)

EA Licence Type	Course Title	Course Reference Number	Course Subsidy Supported Period	Module covered	Course Duration	NEW Course Fee effective on 1st Jan 2023 (GST Included)	Company Sponsored Training Grant (\$2/hr)	Nett Course Fee Payable
Comprehensive Licence (All)	Certificate of Employment Intermediaries KAH	TGS-2020500286	4 Jan 2019 to 8 Oct 2023	KAH* + GENERAL + MW* + MDW*	40 hours 5 Full Days in 1 week Monday to Friday: 9 am to 6 pm	\$615	\$80	\$535
	Certificate of Employment Intermediaries Basic	TGS-2020500287	4 Jan 2019 to 8 Oct 2023	GENERAL + MW* + MDW*	36 hours 4.5 Full Days in 1 week Monday: 1.30 pm to 6 pm, Tuesday to Friday: 9 am to 6 pm	\$500	\$72	\$428
Comprehensive Licence (non - MDW)	Certificate of Employment Intermediaries KAH - (NON MDW)	TGS-2020501038	4 Jan 2019 to 8 Oct 2023	KAH* + GENERAL + MW*	32 hours 4 Full Days in 1 week Monday to Thursday: 9 am to 6 pm	\$515	\$64	\$451
	Certificate of Employment Intermediaries BASIC - (NON MDW)	TGS-2020501039	4 Jan 2019 to 8 Oct 2023	GENERAL + MW*	28 hours 3.5 Full Days in 1 week Monday: 1.30 pm to 6 pm, Tuesday to Thursday: 9 am to 6 pm	\$400	\$56	\$344
Comprehensive Licence (Local)	Certificate of Employment Intermediaries KAH - without EFMA	<i>Not Applicable</i>	<i>Not Applicable</i>	KAH* + GENERAL	24 hours 3 Full Days in 1 week Monday to Wednesday: 9 am to 6 pm	\$395	<i>Not Applicable</i>	<i>Not Applicable</i>
	Certificate of Employment Intermediaries BASIC - without EFMA	<i>Not Applicable</i>	<i>Not Applicable</i>	GENERAL	20 hours 2.5 Full Days in 1 week Monday: 1.30 pm to 6 pm, Tuesday to Wednesday: 9 am to 6 pm	\$280	<i>Not Applicable</i>	<i>Not Applicable</i>

KAH*: Key Appointment Holder

MW*: Migrant Worker

MDW*: Migrant Domestic Worker

Synchronous e-Learning Based Training (Online Virtual Classroom Via Google Meet)

NEW Course Fee effective on 1st Jan 2023 (GST Included)

EA Licence Type	Course Title	Course Reference Number	Course Subsidy Supported Period	Module covered	Course Duration	NEW Course Fee effective on 1st Jan 2023 (GST Included)	Company Sponsored Training Grant (\$2/hr)	Nett Course Fee Payable by Company
Comprehensive Licence (All)	Certificate of Employment Intermediaries - KAH (Synchronous e-learning)	TGS-2020505801	29 Sept 2020 to 31 Mar 2025	KAH + GENERAL + MW + MDW	40 hours 5 Full Days in 1 week Monday to Friday: 9 am to 6 pm	\$615	\$60 (Claimable Amount capped at \$60)	\$555
	Certificate of Employment Intermediaries - Basic (Synchronous e-learning)	TGS-2020505802	29 Sept 2020 to 31 Mar 2025	GENERAL + MW + MDW	36 hours 4.5 Full Days in 1 week Monday: 1.30 pm to 6 pm, Tuesday to Friday: 9 am to 6 pm	\$500	\$60 (Claimable Amount capped at \$60)	\$440
Comprehensive Licence (Non - MDW)	Certificate of Employment Intermediaries KAH - NON MDW (Synchronous e-learning)	TGS-2020505803	29 Sept 2020 to 28 Sept 2025	KAH + GENERAL + MW	32 hours 4 Full Days in 1 week Monday to Thursday: 9 am to 6 pm	\$515	\$64	\$451
	Certificate of Employment Intermediaries BASIC - NON MDW (Synchronous e-learning)	TGS-2020505804	29 Sept 2020 to 28 Sept 2025	GENERAL + MW	28 hours 3.5 Full Days in 1 week Monday: 1.30 pm to 6 pm, Tuesday to Thursday: 9 am to 6 pm	\$400	\$56	\$344
Comprehensive Licence (Local)	Certificate of Employment Intermediaries KAH - without EFMA (Synchronous e-learning)	<i>Not Applicable</i>	<i>Not Applicable</i>	KAH + GENERAL	24 hours 3 Full Days in 1 week Monday to Wednesday: 9 am to 6 pm	\$395	<i>Not Applicable</i>	<i>Not Applicable</i>
	Certificate of Employment Intermediaries BASIC - without EFMA (Synchronous e-learning)	<i>Not Applicable</i>	<i>Not Applicable</i>	GENERAL	20 hours 2.5 Full Days in 1 week Monday: 1.30 pm to 6 pm, Tuesday to Wednesday: 9 am to 6 pm	\$280	<i>Not Applicable</i>	<i>Not Applicable</i>

For latest course starting date, please approach to our CEI Course Coordinator for more information.

Email Address: cei@gmcs.com.sg

Contact Number: 6296 4333

Grace Management & Consultancy Services Pte Ltd
198 Geylang Road #03-01 & #04-01 Singapore 389263. ♦ Tel: 6296 4333 ♦ Fax: 62971011
Email: cei@gmcs.com.sg ♦ Co Reg No: 200912010N

Course Venue	198 Geylang Road, Level 4 Singapore 389263. (Lorong 6 Geylang - Dark Grey colour building)
Course Registration	<ul style="list-style-type: none"> No pre-requisites necessary to attend CEI. You may enrol for the course at our website or click on this link CEI Online Course Registration - https://app.gmcs.com.sg/grace/user/login_cei?q=cei. Alternatively, you can drop by our Level 4 Office during our office hours. Registration closes 3 working days prior to the course commencement date. We will also close registration as soon as any course is fully subscribed. Any Course Reservations made will only be confirmed upon completion of payment received within 3 Working Days (Monday to Friday) from the date that the Course Reservation is made, e.g. Course Reservation made on Monday 1 March, payment must be made by Thursday 4 March. Please contact us if you have any questions at Tel: 6296 4333, Email Address: cei@gmcs.com.sg
CEI Test	<ul style="list-style-type: none"> CEI Test Fee is \$160.50 (GST included) per attempt. Please check with the test centre on the latest test fee, if applicable. Book your CEI Test with NTUC Learning Hub Pte Ltd at 73 Bras Basah Road #02-01 Singapore 189556. Contact No: 6336 5482 CEI test booking link: https://www.ntuclearninghub.com/examinations/certificate-of-employment-intermediaries/
Payment Method	<ul style="list-style-type: none"> eNETS online payment via Visa/MasterCard (Debit/Credit Card) only (AMEX & Diners Club credit card not applicable); or Internet Bank Transfer to our OCBC Bank Account no. - OCBC 591-636097-001 (SGD), Bank Code: 7339, Branch Code: 591. Kindly indicate your Invoice No for your payment details; or Cheque made payable to “Grace Management & Consultancy Services Pte Ltd” and indicate your invoice no and name at the back of the cheque. The cheque can be mailed to us (Attn: CEI Course) or presented in person at 198 Geylang Road #04-01 Singapore 389263, or PayNow to UEN No. 200912010N Cash payment during our office hours: <ul style="list-style-type: none"> 198 Geylang Road #04-01 Singapore 389263. Office Hours: Monday to Friday: 9 am to 5 pm, Saturday, Sunday & Public Holiday Closed. <p>(Avoid Lunch Hour: 12 pm to 1 pm)</p>
Course Subsidy*	<p><u>Company Sponsored Training Grant:</u></p> <p>Eligible for Singaporeans & PR Citizens. Please contact us for details.</p> <hr/> <p><u>SkillsFuture Credit:</u></p> <p>All Singaporeans aged 25 and above can use their \$500 SkillsFuture Credit from the government to pay for a wide range of approved skills-related courses. Visit the SkillsFuture Credit website (www.skillsfuture.sg/credit) to choose from the courses available on the Training Exchange course directory. Please contact us if you wish to utilize your SkillsFuture Credit for the CEI course.</p>
Course Certificate	To receive a Certificate of Attendance, you will need to attain at least 75% of Attendance Rate .

*Remarks: Information is correct at time of publish. Please check with the respective centre/agency for the latest information.

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