

Certificate of Employment Intermediaries (CEI)

Types of licence placing what kind of worker?	Course Types	Who Needs to be Certified?	What Modules are covered?
Comprehensive Licence (ALL) <ul style="list-style-type: none"> Local Workers Migrant Workers - Foreigners who work in Singapore. (<i>Work Permit, S Pass or Employment Pass etc.</i>) Migrant Domestic Workers - Foreigners employed as domestic helpers in Singapore. 	Certificate of Employment Intermediaries CEI KAH	Business Owner, Business Registered Partner, Director or Managing Director and other Key Appointment Holders who perform Employment Agency (EA) work.	Part 1: Key Appointment Holders (KAH), Part 2: General, Part 3: Migrant Workers (MW) & Part 4: Migrant Domestic Workers (MDW)
	Certificate of Employment Intermediaries CEI BASIC	Other EA personnel performing Employment Agency (EA) work.	Part 2: General, Part 3: Migrant Workers (MW) & Part 4: Migrant Domestic Workers (MDW)
Comprehensive Licence (NON-MDW) <ul style="list-style-type: none"> Local Workers Migrant Workers - Foreigners who work in Singapore. (<i>Work Permit, S Pass or Employment Pass etc.</i>) 	Certificate of Employment Intermediaries CEI KAH NON MDW	Business Owner, Business Registered Partner, Director or Managing Director and other Key Appointment Holders who perform Employment Agency (EA) work.	Part 1: Key Appointment Holders (KAH), Part 2: General & Part 3: Migrant Workers (MW)
	Certificate of Employment Intermediaries CEI BASIC NON MDW	Other EA personnel performing Employment Agency (EA) work.	Part 2: General & Part 3: Migrant Workers (MW)
Comprehensive Licence (LOCAL) <ul style="list-style-type: none"> Local Workers only 	Certificate of Employment Intermediaries CEI KAH without EFMA	Business Owner, Business Registered Partner, Director or Managing Director and other Key Appointment Holders who perform Employment Agency (EA) work.	Part 1: Key Appointment Holders (KAH) & Part 2: General
	Certificate of Employment Intermediaries CEI BASIC without EFMA	Other EA personnel performing Employment Agency (EA) work.	Part 2: General

Course Title	Course Duration	NEW Course Fee (9% GST Included) Included Training Materials	FOR CLASSROOM BASED TRAINING			FOR SYNCHRONOUS ELEARNING BASED TRAINING		
			SSG Course Code	Company Sponsored Training Grant (\$2/hr)	Nett Course Fee Payable	SSG Course Code	Company Sponsored Training Grant (\$2/hr)	Nett Course Fee Payable
Certificate of Employment Intermediaries CEI KAH	40 hours for 5 Full Days in 1 week Monday to Friday: 9 am to 6 pm	\$620.69	TGS-2020500286	\$80	\$540.69	TGS-2020505801	Claimable Amount capped at \$60	\$560.69
Certificate of Employment Intermediaries CEI BASIC	36 hours for 4.5 Full Days in 1 week Monday: 1.30 pm to 6 pm, Tuesday to Friday: 9 am to 6 pm	\$504.63	TGS-2020500287	\$72	\$432.63	TGS-2020505802	Claimable Amount capped at \$60	\$444.63
Certificate of Employment Intermediaries CEI KAH NON MDW	32 hours for 4 Full Days in 1 week Monday to Thursday: 9 am to 6 pm	\$519.77	TGS-2020501038	\$64	\$455.77	TGS-2020505803	Claimable Amount capped at \$60	\$459.77
Certificate of Employment Intermediaries CEI BASIC NON MDW	28 hours for 3.5 Full Days in 1 week Monday: 1.30 pm to 6 pm, Tuesday to Thursday: 9 am to 6 pm	\$403.70	TGS-2020501039	\$56	\$347.70	TGS-2020505804	\$56	\$347.70
Certificate of Employment Intermediaries CEI KAH without EFMA	24 hours for 3 Full Days in 1 week Monday to Wednesday: 9 am to 6 pm	\$398.66	NOT APPLICABLE FOR SSG COURSE SUBSIDIES					
Certificate of Employment Intermediaries CEI BASIC without EFMA	20 hours for 2.5 Full Days in 1 week Monday: 1.30 pm to 6 pm, Tuesday to Wednesday: 9 am to 6 pm	\$282.59	NOT APPLICABLE FOR SSG COURSE SUBSIDIES					

Training Location & Method	
CLASSROOM BASED TRAINING	<ul style="list-style-type: none"> Face to Face 198 Geylang Road, Level 4 Singapore 389263. (Lorong 6 Geylang - Dark Grey colour building)
SYNCHRONOUS ELEARNING BASED TRAINING	<ul style="list-style-type: none"> Conduct via Google Meet. (online virtual classroom in group) A desktop, laptop or tablet device is needed for your lesson. (with camera, microphone, and speaker in working condition) The participants' presence is required.

Course Schedules
<p>For latest course starting date, please approach to our CEI Course Coordinator for more information.</p> <p>Email Address: cei@gmcs.com.sg</p> <p>Contact Number: 6296 4333</p> <p>CEI Office Operation Hour: Monday to Friday, 9am to 6pm (Closed on Saturday, Sunday & Public Holiday)</p>

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

<p>Course Registration</p>	<p>1. No pre-requisites necessary to attend CEI course. You may enrol for the course at our website or click on this link CEI Online Course Registration - www.gmcs.com.sg. Alternatively, you can drop by our Level 4 Office during our office hours.</p> <p>2. Registration closes 3 working days prior to the course commencement date. However, we may extend the closing date at our discretion. We will also close registration as soon as any course is fully subscribed.</p> <p>3. Class details will be emailed to you 1 week before the course starting date after the course fee has been made.</p>
<p>CEI Test</p>	<p>To take the test, please register directly with the CEI Test Provider - NTUC Learning Hub Pte Ltd at 73 Bras Basah Road #02-01 Singapore 189556. Contact No: 6336 5482</p> <p>Test Fee: \$163.50 (9% GST Included) per attempt. Please check with the test provider on the latest test fee, if applicable.</p> <p>Website: https://www.ntuclearninghub.com/certifications-exams/certificate-of-employment-intermediaries</p> <p>If you attended the CEI course with a course completion certificate, there is <u>no limit</u> to the number of retests, and you can retest without attending the course again.</p> <p>If you failed your 1st attempt test, you must <u>FULLY</u> attend the course to get a CEI Certificate of Attendance before you can book your 2nd CEI test.</p>
<p>Payment Method</p>	<p>1. 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.</p> <p>2. Please make full payment within 3 working days after course registration whichever is earlier. If you fail to do so, we reserve the right to offer the seat to another participant.</p> <p>3. Course fees can be paid by one of the following modes:</p> <ul style="list-style-type: none"> • PayNow to UEN No. 200912010N - Grace Management & Consultancy Services Pte Ltd. <ul style="list-style-type: none"> ◦ Kindly indicate participant NRIC/FIN number as payment reference. • eNETS via Visa/MasterCard (Debit/Credit Card) only (AMEX & Diners Club credit card not applicable); or • Bank Transfer to our OCBC Bank Account - OCBC 591-636097-001 (SGD), Bank Code: 7339, Branch Code: 591. <ul style="list-style-type: none"> ◦ Kindly indicate participant NRIC/FIN number as payment reference. • Government Course Subsidy (Applicable for Company Sponsored Training Grant or Skills Future Credit)
<p>Course Subsidy*</p>	<p>Company Sponsored Training Grant: Funding for employers who sponsor their existing employees had CPF contributions (Singapore Citizens and Permanent Residents) for training. Please contact us for details if you wish to apply for your existing employee.</p> <p>SkillsFuture Credit: All Singaporeans aged 25 and above can use their SkillsFuture Credit to pay for a wide range of approved skills-related courses.</p> <p>MySkillsFuture website [My SkillsFuture Portal - https://www.myskillsfuture.gov.sg/content/portal/en/index.html]</p> <p>For participants who are using SkillsFuture Credit for the course, please contact us if you wish to utilise your SkillsFuture Credit for the CEI course.</p>
<p>Course Certificate</p>	<p>To receive a Certificate of Attendance, you will need to attain at least 75% of Attendance Rate.</p> <p>All Absence/Withdrawal/Cancellation and Postponement requests must be made in writing to cei@gmcs.com.sg.</p>

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