

## Checklist of Items/Documents to Prepare for Your Certificate in Infant Care Practice (CICP) Course Application

### 1. List of admission documents to prepare in soft copy format (Please note that the maximum file size limit is 2MB and the acceptable formats are .JPG, .JPEG, .PNG and .PDF):

- Image of your NRIC (front and back)
- Passport-Sized Photograph with a white background
- All academic qualifications from secondary education level onwards (both certificates and transcripts)

#### Additional Document(s):

If you are currently working in a preschool:

- Employment Letter (dated within 3 months or supplemented with recent payslip)

If you are under company sponsorship by a preschool employer:

- [Company Sponsorship Declaration Form](#) (to be completed by you and your employer)

### 2. Securing a Practicum Centre

Applicants must secure a practicum centre at an early childhood development centre by the first practicum module (about 2 to 3 weeks from the course commencement date). In the event that you are unable to secure a practicum centre by the first practicum module or fulfil all the practicum hours that is required for graduation, you may have to defer your course. This may result in the inability to complete your course within the maximum candidature period.

*Note: In addition, this is a practice-based course, hence, applicants will need to have on-going access to a minimum of 2 children in an Infant Care Setting in an Early Childhood Development Centre (ECDC). Applicants must find their own infant care service centres for their centre attachment.*

#### Total Number of Practicum Hours for CICP: 90 hours.

- Company-sponsored applicants: Your practicum centre can be the preschool you are currently working at.
  - Self-sponsored applicants: Click [here](#) for a list of early childhood development centres. Please contact the centres directly to apply.
- Successfully secured a practicum centre at an early childhood development centre.