

QERA Course Providers Application & Listing Processes

- 1) QERA Course Provider Listing Form (just need to fill in 5 simple information) reach QERA dedicated personnel through e-mail or WhatsApp.
- 2) Submit Course Provider Listing Form to dedicated QERA Personnel, and they will contact you within 48 hours with your Username & Temporary Password to log into the web-based QERA Course Provider Management Portal (backend system), hereinafter known as QERA CP Portal.
- 3) For new Course Providers, you will be given the QERA Course Provider Agreement too which is to be finalized, duly signed, and returned to QERA before we could list your courses at QERA App.
- 4) When first time logging into your QERA CP Portal, please change your login Password immediately and keep it to yourself only. *[You are solely responsible to all information entered into your QERA CP Portal.]*
- 5) You may input/edit your personal profile and new courses into the QERA CP Portal anytime at your convenience.
- 6) All new courses listed, and new info amended for listed courses, will need to be viewed and approved by QERA Management before these courses/details can go live on QERA App. *[To fasten the approval process, please contact your dedicated QERA Personnel whenever you've listed/amended new course details.]*
- 7) All approved courses (by QERA Management) will instantly go live on QERA App.
- 8) For new Course Providers, please be reminded to submit your duly signed QERA Course Provider Agreement, in order for QERA Management to approve your listed courses.
- 9) Please refer to our CP Portal Training Video (hosted by our Group CEO, Dato' Joseph Hii W S) to understand how to operate the Portal.
- 10) Approved Course Providers are entitled for a free QERA (Standard) Account until 31st December 2020. Approved CP can activate the free QERA (Standard) Account within 24 hours; please liaise with dedicated QERA personnel for details.

CP Portal Training Video: YouTube > QERA App > Course Provider Portal

<https://www.youtube.com/watch?v=1w-ZJZVAdvM&feature=youtu.be>

