

MEP EDUCATION

Become a Registered Training Partner - Application Form

This downloadable application form is for training centers, institutes, academies, colleges, organizations, and professional training providers who wish to apply to become a Registered Training Partner of MEP Education. Complete all applicable sections and submit the form with supporting documents to the MEP Education Partner Admissions Team.

1. Applicant Organization Information

Organization / Training Center Name		Website	
Country		City	
State / Province		Zip / Postal Code	
Year Established		Legal Registration No.	
Tax / VAT Registration No.		Number of Branches	
Registered Business Address			
Training Center Address, if different			

Organization Type

- Private Training Center Engineering Training Institute
- College / University Technical Institute
- Corporate Training Provider Consultancy / Engineering Company
- Facilities Management Company Other

2. Primary Contact Person

Full Name		Designation	
Email Address		Mobile / WhatsApp	
Alternate Phone		LinkedIn Profile	
Office Address			

3. Authorized Signatory Details

Full Name		Designation / Title	
Email Address		Mobile Number	
National ID / Passport No.		Authority / Role	

Briefly describe the authorized signatory role in the organization:

4. Training Center Profile

Total Training Rooms		Total Computer Lab Seats	
Total Instructor Count		Total Admin Staff	
Approx. Students Trained Per Year		Online LMS Available?	

Training Delivery Capability

- | | |
|--|--|
| <input type="checkbox"/> Classroom Training | <input type="checkbox"/> Online Live Training |
| <input type="checkbox"/> Self-Paced LMS Training | <input type="checkbox"/> Corporate Training |
| <input type="checkbox"/> Weekend Batches | <input type="checkbox"/> Evening Batches |
| <input type="checkbox"/> International Students | <input type="checkbox"/> Multi-Language Training |

Facilities Available

- | | |
|--|--|
| <input type="checkbox"/> Reception / Admissions Office | <input type="checkbox"/> Classrooms |
| <input type="checkbox"/> Computer Lab | <input type="checkbox"/> Projector / Smart Screen |
| <input type="checkbox"/> Internet Access | <input type="checkbox"/> Student Attendance System |
| <input type="checkbox"/> Assessment / Exam Room | <input type="checkbox"/> Library / Study Area |
| <input type="checkbox"/> LMS / Online Platform | <input type="checkbox"/> Technical Workshop / Lab |
| <input type="checkbox"/> Fire Safety Compliance | <input type="checkbox"/> Accessible Facilities |

5. Proposed MEP Education Course Categories

Select the course categories your organization is interested in delivering as a Registered Training Partner. Final approval may depend on instructor qualification, facility readiness, learner demand, and MEP Education review.

- | | |
|--|--|
| <input type="checkbox"/> HVAC Courses | <input type="checkbox"/> MEP Design & Drafting Courses |
| <input type="checkbox"/> MEP Technical Courses | <input type="checkbox"/> MEP Load Calculation Courses |
| <input type="checkbox"/> Facilities Management Courses | <input type="checkbox"/> MEP Maintenance Supervisor Courses |
| <input type="checkbox"/> MEP Energy Management Courses | <input type="checkbox"/> Project Management Professional Courses |
| <input type="checkbox"/> Engineering Management Courses | <input type="checkbox"/> AutoCAD / Revit / BIM Courses |
| <input type="checkbox"/> Testing, Commissioning & Handover Courses | <input type="checkbox"/> Cost & Commercial Management Courses |

List specific courses requested for partner approval:

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6. Instructor and Academic Delivery Information

Lead Instructor Name		Lead Instructor Qualification	
Lead Instructor Experience		Number of Proposed Instructors	
Instructor Language(s)		Instructor Availability	

Briefly describe instructor experience in MEP, HVAC, engineering, facilities, project management, or technical training:

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7. Student Admission, Marketing and Support Capability

Student Source / Recruitment Channels

- Walk-in Students
- Corporate Clients
- Social Media Marketing
- WhatsApp / Email Campaigns
- Online Leads
- College / University Partnerships
- Website Marketing
- Community / Alumni Referrals

Estimated Students Per Month

Preferred Training Language

Admissions Coordinator Name

Preferred Batch Size

Preferred Course Mode

Student Support Contact

Describe how your organization will support student admissions, attendance, communication, and learner follow-up:

8. Quality, Compliance and Brand Usage Agreement

Please confirm your understanding of the core partnership requirements. Final partnership approval will be subject to review, agreement, and partner onboarding by MEP Education.

- We will use approved MEP Education study materials only
- We will not modify course materials without written approval
- We will follow MEP Education course delivery guidelines
- We will use approved logos and branding only
- We will maintain student attendance and training records
- We will support learner assessments and completion requirements
- We will protect MEP Education intellectual property
- We will not resell materials without authorization
- We will maintain professional trainer conduct
- We will submit reports if requested by MEP Education

9. Required Supporting Documents Checklist

- Business / institute registration certificate
- Tax / VAT registration certificate, if applicable
- Training center profile / brochure
- Photos of classrooms and facilities
- Instructor CVs and certificates
- Website / social media links
- Sample course marketing materials, if available
- Quality or accreditation certificates, if available
- Authorized signatory ID copy
- Company trade license, if applicable
- Office / center address proof
- Any other supporting document

10. Applicant Declaration

By signing this application, the applicant organization confirms that the information provided is true and complete to the best of its knowledge. The applicant understands that submission of this form does not guarantee approval. MEP Education may request additional information, conduct verification, approve, reject, suspend, or revise partnership terms based on internal review and quality requirements.

- I confirm the information provided is accurate
- I agree to follow MEP Education partner policies and quality guidelines
- I understand that approval is subject to review and written confirmation
- I agree to protect MEP Education course materials and intellectual property
- I agree to use only approved MEP Education branding and promotional content

**Authorized Signatory
Name**

Designation

Signature

Date

Company Stamp / Seal

Place

11. MEP Education Office Use Only

Application Reference No.		Application Received Date	
Reviewed By		Review Date	
Country / Region		Partner Category	

Application Status

- | | |
|---|--|
| <input type="checkbox"/> Pending Review | <input type="checkbox"/> Additional Information Required |
| <input type="checkbox"/> Approved | <input type="checkbox"/> Conditionally Approved |
| <input type="checkbox"/> On Hold | <input type="checkbox"/> Rejected |

Document Verification

- | | |
|--|--|
| <input type="checkbox"/> Registration Verified | <input type="checkbox"/> Facility Profile Verified |
| <input type="checkbox"/> Instructor CV Verified | <input type="checkbox"/> Brand Agreement Reviewed |
| <input type="checkbox"/> Course Categories Reviewed | <input type="checkbox"/> Commercial Terms Reviewed |
| <input type="checkbox"/> Partner Onboarding Required | <input type="checkbox"/> Final Approval Required |

Reviewer Remarks:

Approved Course Categories		Approval Validity	
Partner Code		Onboarding Date	
Approval Officer Name		Signature	

Website Download Button Text

Suggested webpage button label: **Download Registered Training Partner Application Form PDF**

Suggested short description: Download the application form to apply as a Registered Training Partner of MEP Education. Complete the form and submit it with required supporting documents for review.