

**MICROSOFT UNLIMITED POTENTIAL
PROFESSIONAL CERTIFICATION TRAINING GRANT
FOR PEOPLE WITH DISABILITIES**

APPLICATION PACKAGE

1. Objectives

The Microsoft Certification Training Grant is setup with the objective to enable people with disabilities (PWDs) to undergo Microsoft professional training for employment opportunities in IT related work.

2. Grant Details

- 2.1 The grant will fund 50% of the total course fee, examination fee and other compulsory fee relating to the course or up to \$3,000 per year whichever is lower. Please refer to Annex 1 for a list of approved courses.
- 2.2 Funding will be paid according to the course schedule/ module and funding will cease if the applicants fail any of the course module examination.
- 2.3 Applicant is allowed one grant per every two years.
- 2.4 The Grant will release the fees according to the course schedule/module and payment will cease if the trainee fails any of the course module examinations.
- 2.5 Application for the Grant is opened on the following dates:
 - 1 February – 31 March
 - 1 May – 30 June
 - 1 August – 30 September
 - 1 November – 31 December
- 2.6 The Microsoft Scholarship and Certification Training Grant Review Panel reserves the right to revoke any Grant awarded if the progress, performance and behaviour of the trainee is considered unsatisfactory

3. Eligibility Criteria

Applicants must satisfy the following conditions:

- must be a Singapore citizen or permanent resident
- have a permanent disability (medical certification is required)
- satisfy the admission criteria of the Microsoft Professional Certification Training courses listed in Annex 1
- have a capita household income of S\$700 or less based on means testing
- prove relevance of training to employment opportunities

4. Instructions for completion of application

- 4.1 Please complete all sections of the application form by writing or typing in BLOCK LETTERS.
- 4.2 Certified true copies of citizenship status, educational certificates and transcripts, testimonials, medical report and other relevant documents must attached to application
- 4.3 Any misrepresentation of information or wilful suppression of material facts will lead to disqualification of the application and if awarded, to termination of the grant.
- 4.4 All applications are subject to the evaluation and approval of the Microsoft Scholarship and Certification Training Grant Review Panel. Application that is incomplete or lack of documentary proof will not be entertained.
- 4.5 All documents submitted in support of your application will not be returned to you.
- 4.6 IA Centre and Microsoft Singapore shall not enter into correspondence with applicants on the reasons for non-selection of applicant.
- 4.7 Please submit application and all necessary required documents to:

**Infocomm Accessibility Centre
2 Peng Nguan Street
SPD Ability Centre
Singapore 168955**

Microsoft Unlimited Potential Professional Certification Training Grant Professional Training Courses

IT Professional

Course	Description	Technology Options
Microsoft Certified Technology Specialist (MCTS)	A Microsoft Certified Technology Specialist Certification enables IT professionals to target specific technologies and to distinguish themselves by demonstrating in-depth knowledge and expertise.	<ul style="list-style-type: none"> ✧ Microsoft BizTalk Server ✧ Microsoft Exchange Server ✧ Windows Server ✧ Microsoft SQL Server ✧ Microsoft Visual Studio ✧ Windows client (Windows 7 & Vista) ✧ Windows Mobile ✧ Microsoft Office System ✧ .Net Framework ✧ Microsoft Office Project and Project Server ✧ Microsoft Office Communications Server ✧ Microsoft Office SharePoint Server
Microsoft Certified Database Administrator (MCDBA)	A Microsoft Certified Database Administrator Certification enables IT professionals to demonstrate their ability to design, implement, and administer Microsoft SQL Server databases.	<ul style="list-style-type: none"> ✧ Microsoft SQL Server
Microsoft Certified Desktop Support Technician (MCDST)	A Microsoft Certified Desktop Support Technician Certification enables IT professionals to demonstrate technical and customer service skills in troubleshooting hardware and software operation issues in Microsoft Windows environments.	

Kindly note that the above list is not exhaustive. Applicants can write in to enquire about courses that are not listed above.

Course	Description	Technology Options
Microsoft Certified Systems Administrator (MCSA)	A Microsoft Certified Systems Administrator Certification enables IT professionals to demonstrate their ability to administer network and systems environments that are based on the Windows operating systems. Specializations include the MCSA: Messaging and the MCSA: Security.	✧ Microsoft Windows Server
Microsoft Certified Systems Engineer (MCSE)	A Microsoft Certified Systems Engineer Certification enables IT professionals to demonstrate their ability to design and implement an infrastructure solution that is based on the Windows operating system and Windows Server software. Specializations include the MCSE: Messaging and the MCSE: Security.	✧ Microsoft SQL Server
Microsoft Certified IT Professional (MCITP)	A Microsoft Certified IT Professional Certification enables IT professionals to demonstrate comprehensive skills in planning, deploying, supporting, maintaining, optimizing IT infrastructures.	✧ Microsoft Office Project Server

Kindly note that the above list is not exhaustive. Applicants can write in to enquire about courses that are not listed above.

Developer

Course	Description	Technology Options
Microsoft Certified Professional Developer (MCPD)	A Microsoft Certified Professional Developer Certification enables IT professionals to demonstrate comprehensive skills in designing, developing, and deploying applications using Microsoft Visual Studio and Microsoft .NET Framework in a specific, real-world job role.	<ul style="list-style-type: none">✧ Microsoft Visual Studio✧ .Net Framework
Microsoft Certified Application Developer (MCAD)	A Microsoft Certified Application Developer Certification enables IT professionals to demonstrate their ability to use Microsoft technologies to develop and maintain department-level application, components, Web or desktop clients, or back-end data services.	<ul style="list-style-type: none">✧ Microsoft Visual Studio .Net✧ .Net Framework

Kindly note that the above list is not exhaustive. Applicants can write in to enquire about courses that are not listed above.

THE MICROSOFT UNLIMITED POTENTIAL PROFESSIONAL CERTIFICATION TRAINING GRANT FOR PEOPLE WITH DISABILITIES

PERSONAL PARTICULARS

Name (As in NRIC)				
Date of Birth	NRIC No.	Gender: F / M	Marital Status	Citizenship
Email Address			Contact No. Mobile: Home:	
Address				

FAMILY PARTICULARS

Name	Relationship	Date of Birth	I/C No.	Occupation	Gross Salary
1.					
2.					
3.					
4.					
5.					

GCE 'O' LEVEL OR EQUIVALENT

School Name:			Start Date:		
Country:			Completion Date:		
Stream:			Aggregate L1R5:		
Subject	Grade	Subject	Grade	Subject	Grade

GCE 'A' LEVEL OR EQUIVALENT

School Name:			Start Date:		
Country:			Completion Date:		
Stream:			Aggregate L1R5:		
Subject	Grade	Subject	Grade	Subject	Grade

POLYTECHNIC DIPLOMA					
School Name:					
Country:			Start Date:		
Course of Study:			Completion Date:		
Subject	Grade	Subject	Grade	Subject	Grade

OTHER QUALIFICATIONS/CERTIFICATION		
Qualification	Institution	Year of Award

INTENDED ADMISSION INFORMATION OF DIPLOMA/DEGREE COURSES		
(Please list down your applications in order of preference and submit a copy of your acceptance letter of the tertiary institution upon request)		
1. Course of Study	Institution	Outcome
2. Course of Study	Institution	Outcome
3. Course of Study	Institution	Outcome

CO-CURRICULAR ACTIVITIES				
Institution	Position	From	To	Description of Participation

AWARDS, COMMENDATIONS, PRIZES, ETC	
Awards/Commendations	Year of Award

REFEREES				
Full Name	Occupation	Organisation	Contact	Period Known
			Tel/Mobile: Email:	
			Tel/Mobile: Email:	

WORK EXPERIENCE		
Company: Position:	From:	To:
Company: Position:	From:	To:
Company: Position:	From:	To:
Company: Position:	From:	To:

OTHER INFORMATION	
Language Spoken:	Language Written:
About Yourself	
Nature of Disability (Please provide details on the nature of your disability, diagnosis from doctor and attach relevant medical report)	
Have you been convicted in a court of law in any country?	Yes / No*
Do you have any pending court case or police investigation?	Yes / No*
Have you been or are you under any financial embarrassment, i.e., (a) an undischarged bankrupt, (b) a judgement debtor, (c) have unsecured debts and liabilities of more than 3 months of last drawn pay, (d) have signed a promissory note or an acknowledgement of indebtedness?	Yes / No*
If your answer to the above questions is 'Yes', please provide details.	

DECLARATION

I declare that all the particulars in this application are true to the best of my knowledge and belief, and I have not wilfully suppressed any material fact. I acknowledge that I will be disqualified, or if accepted, my scholarship will be terminated without notice if any particulars are found to be untrue or material facts have been wilfully suppressed.

Signature of Applicant

Date

*** Please delete accordingly**