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2. FUNCTIONS

2.3 Renewal of Approved Training Provider Registration

2.3.1 Description of Function

The Approved Training Provider Administrator will need to renew the ATP registration when is expiring within three months of the expiry date. The system will send an email notification to an ATP Administrator 3 months before the expiry date to remind him/her to renew the ATP registration.

If the ATP Administrator fails to renew the ATP status after the expiry date, the system will automatically suspend the ATP registration.

2.3.2 Renewal of Approved Training Provider Registration

Steps:

1. Biosafety Internet website -> Login -> E-Services -> Renewal
The renewal page will be displayed for the ATP application if it is expiring within three months. Otherwise, the page will show no matching record(s) found.

The screenshot displays the 'Renewal' page of the Biosafety IT System. The page features a header with the Singapore Government logo and the Ministry of Health Singapore logo. The main content area contains a table with the following data:

| S/No | Reference Number | Company Name | Expiry Date | Action |
|------|------------------|--------------|-------------|-----------------------|
| 1. | 20080220ATP004 | test | 20 Feb 2008 | Renew |

The 'Renew' link in the Action column is circled in red. The left sidebar contains a navigation menu with 'Renewal' highlighted in red. The footer includes a privacy statement and copyright information.

2. Click **Renew** action to start the ATP renewal process.

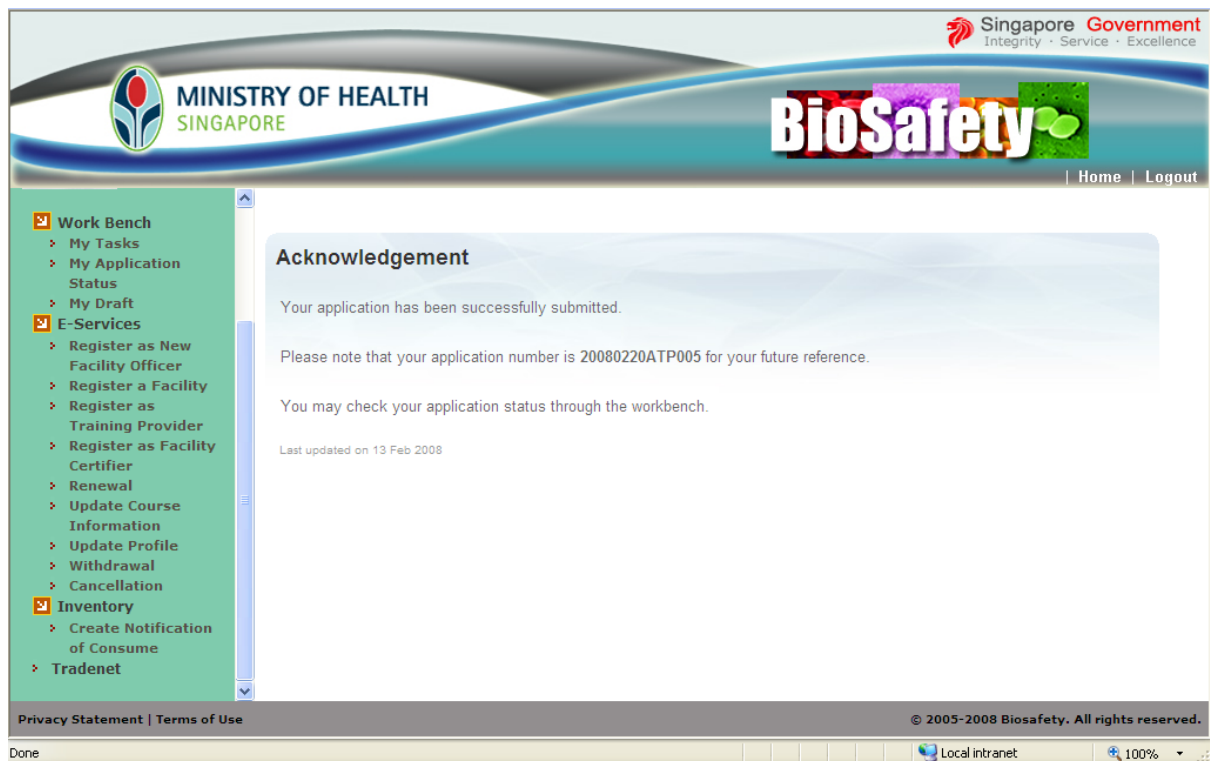
3. The system displays the renewal information pertaining to the ATP registration.

The screenshot displays the Biosafety IT System web application interface. At the top, there is a header with the Singapore Government logo and the text 'Integrity · Service · Excellence'. Below this is the 'MINISTRY OF HEALTH SINGAPORE' logo and the 'BioSafety' logo. A navigation bar includes 'Home' and 'Logout' links. On the left side, there is a vertical menu with categories: 'Work Bench' (My Tasks, My Application Status, My Draft), 'E-Services' (Register as New Facility Officer, Register a Facility, Register as Training Provider, Register as Facility Certifier, Renewal, Update Course Information, Update Profile, Withdrawal, Cancellation), 'Inventory' (Create Notification of Consume), and 'Tradenet'. The main content area is titled 'APPLICATION FOR REGISTRATION AS APPROVED TRAINING PROVIDER' and includes a 'print preview' icon. Below the title are three tabs: 'Organization', 'Applicant's Particulars and Course', and 'Trainer's Particulars and Attachment'. The 'Organization' tab is active. The form contains the following fields and instructions:

- A message: 'You have 15 minutes to fill up this page. You need to fill in the following information: Particulars of the organization, course, trainers and the person making the application.'
- A 'Note' section with two points:
 1. Applicant must ensure that the e-mail address he or she specifies is valid. MOH will not be responsible if the applicant is unable to receive any notification from MOH due to invalid e-mail address.
 2. * indicates mandatory fields.
- 'Particulars of Organization' section with fields:
 - 'Full Name of Organization*': text input field containing 'test'.
 - 'Year Established*': text input field containing '1'.
 - 'Address of Head Office / Main Office*': text input field.
 - 'Postal Code*': text input field.
 - 'Local' and 'Overseas' radio buttons, with 'Local' selected.

At the bottom of the page, there is a footer with 'Privacy Statement | Terms of Use' and '© 2005-2008 Biosafety. All rights reserved.' The browser status bar shows 'Local intranet' and '100%' zoom.

4. Update the relevant renewal information, click **Accept** and **Submit** button to proceed with the submission.
5. A confirmation box is displayed. Click **OK** to proceed.
6. A confirmation page is displayed. User are able to choose to edit the application form, or submit the application by clicking **Confirm** button.
7. An acknowledgement page is displayed, indicating that the renewal application has been successfully submitted.



Notes:

If ATP Administrator fails to renew the ATP registration after the expiry date, the system will send out an email with a letter attached to the applicant to notify him/her of the suspension of the ATP registration. The ATP account will also be automatically locked by the system.

After renewal of ATP registration submission, the ATP account will be re-activated and the ATP registration will be reinstated upon the approval of the renewal status by the Biosafety Branch.