

## ONE@ECDA: NOMINATION AND/OR REVOCATION OF HQ ADMINISTRATOR (FOR EXISTING HQ)

<b>Name of HQ</b>	
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### Section A: Nomination of HQ Administrator(s)

- I confirm that by nominating the following staff member/s as HQ Administrator(s), I have authorised them to have access to all the information of the programme and non-programme staff in my centres as indicated in the table below. This nomination shall remain in force until it is revoked in writing. *You can nominate up to 5 HQ Administrators.*

S/N	Full Name (as per Identification Document)	Identity (ID) Type	Identity (ID) Number	Gender	Email Address
1		<input type="checkbox"/> Pink NRIC <input type="checkbox"/> Blue NRIC <input type="checkbox"/> FIN No		<input type="checkbox"/> Male <input type="checkbox"/> Female	
<b><sup>1</sup>Function/s to be</b>	<input type="checkbox"/> (1) Employment <input type="checkbox"/> (2) Teacher Certification <input type="checkbox"/> (3) CPD Training				

<b>assigned to HQ Admin</b>	<input type="checkbox"/> (4) PDP Nomination <input type="checkbox"/> (5) General (i.e. Update Identity Details)								
<b><sup>2</sup>Report/s accessible to HQ Admin</b>	<input type="checkbox"/> All Reports <input type="checkbox"/> Others, please indicate below: <ul style="list-style-type: none"> <li><input type="checkbox"/> Centre CPD Report (HQ Admin)</li> <li><input type="checkbox"/> CPD Summary Report</li> <li><input type="checkbox"/> Educators' Course Registration/Participation Status</li> <li><input type="checkbox"/> CPD Report for HQ</li> <li><input type="checkbox"/> Centre Staff Information</li> </ul>								
<b>Centre/s to be assigned</b>	<input type="checkbox"/> All Centres under the HQ <input type="checkbox"/> Only the following centres: please indicate centre name and centre code:  <table border="1" data-bbox="416 943 1527 1232"> <thead> <tr> <th data-bbox="416 943 972 1015">Centre Code</th> <th data-bbox="972 943 1527 1015">Centre Name</th> </tr> </thead> <tbody> <tr> <td data-bbox="416 1015 972 1086"></td> <td data-bbox="972 1015 1527 1086"></td> </tr> <tr> <td data-bbox="416 1086 972 1158"></td> <td data-bbox="972 1086 1527 1158"></td> </tr> <tr> <td data-bbox="416 1158 972 1232"></td> <td data-bbox="972 1158 1527 1232"></td> </tr> </tbody> </table> <p data-bbox="367 1251 551 1273">Add row if necessary</p> <p data-bbox="367 1310 1263 1332">*If you have more than 5 centres, please send us the list of centres in an excel sheet format.</p>	Centre Code	Centre Name						
Centre Code	Centre Name								

S/N	Full Name (as per Identification Document)	Identity (ID) Type	Identity (ID) Number	Gender	Email Address
2		<input type="checkbox"/> Pink NRIC <input type="checkbox"/> Blue NRIC <input type="checkbox"/> FIN No		<input type="checkbox"/> Male <input type="checkbox"/> Female	
<b><sup>1</sup>Function/s to be assigned to HQ Admin</b>	<input type="checkbox"/> (1) Employment <input type="checkbox"/> (2) Teacher Certification <input type="checkbox"/> (3) CPD Training <input type="checkbox"/> (4) PDP Nomination <input type="checkbox"/> (5) General (i.e. Update Identity Details)				
<b><sup>2</sup>Report/s accessible to HQ Admin</b>	<input type="checkbox"/> All Reports <input type="checkbox"/> Others, please indicate below: <ul style="list-style-type: none"> <li><input type="checkbox"/> Centre CPD Report (HQ Admin)</li> <li><input type="checkbox"/> CPD Summary Report</li> <li><input type="checkbox"/> Educators' Course Registration/Participation Status</li> <li><input type="checkbox"/> CPD Report for HQ</li> <li><input type="checkbox"/> Centre Staff Information</li> </ul>				

**Centre/s to be assigned**

- All Centres under the HQ
- Only the following centres: please indicate centre name and centre code:

Centre Code	Centre Name

Add row if necessary

\*If you have more than 5 centres, please send us the list of centres in an excel sheet format.

S/N	Full Name (as per Identification Document)	Identity (ID) Type	Identity (ID) Number	Gender	Email Address
3		<input type="checkbox"/> Pink NRIC <input type="checkbox"/> Blue NRIC <input type="checkbox"/> FIN No		<input type="checkbox"/> Male <input type="checkbox"/> Female	
<b><sup>1</sup>Function/s to be</b>	<input type="checkbox"/> (1) Employment <input type="checkbox"/> (2) Teacher Certification				

<b>assigned to HQ Admin</b>	<input type="checkbox"/> (3) CPD Training <input type="checkbox"/> (4) PDP Nomination <input type="checkbox"/> (5) General (i.e. Update Identity Details)								
<b><sup>2</sup>Report/s accessible to HQ Admin</b>	<input type="checkbox"/> All Reports <input type="checkbox"/> Others, please indicate below: <ul style="list-style-type: none"> <li><input type="checkbox"/> Centre CPD Report (HQ Admin)</li> <li><input type="checkbox"/> CPD Summary Report</li> <li><input type="checkbox"/> Educators' Course Registration/Participation Status</li> <li><input type="checkbox"/> CPD Report for HQ</li> <li><input type="checkbox"/> Centre Staff Information</li> </ul>								
<b>Centre/s to be assigned</b>	<input type="checkbox"/> All Centres <input type="checkbox"/> Only the following centres: please indicate centre name and centre code:  <table border="1" data-bbox="416 979 1527 1257"> <thead> <tr> <th data-bbox="416 979 972 1050">Centre Code</th> <th data-bbox="972 979 1527 1050">Centre Name</th> </tr> </thead> <tbody> <tr> <td data-bbox="416 1050 972 1120"></td> <td data-bbox="972 1050 1527 1120"></td> </tr> <tr> <td data-bbox="416 1120 972 1190"></td> <td data-bbox="972 1120 1527 1190"></td> </tr> <tr> <td data-bbox="416 1190 972 1257"></td> <td data-bbox="972 1190 1527 1257"></td> </tr> </tbody> </table> <p data-bbox="367 1276 551 1299">Add row if necessary</p> <p data-bbox="367 1334 1263 1356">*If you have more than 5 centres, please send us the list of centres in an excel sheet format.</p>	Centre Code	Centre Name						
Centre Code	Centre Name								

S/N	Full Name (as per Identification Document)	Identity (ID) Type	Identity (ID) Number	Gender	Email Address
4		<input type="checkbox"/> Pink NRIC <input type="checkbox"/> Blue NRIC <input type="checkbox"/> FIN No		<input type="checkbox"/> Male <input type="checkbox"/> Female	
<b><sup>1</sup>Function/s to be assigned to HQ Admin</b>	<input type="checkbox"/> (1) Employment <input type="checkbox"/> (2) Teacher Certification <input type="checkbox"/> (3) CPD Training <input type="checkbox"/> (4) PDP Nomination <input type="checkbox"/> (5) General (i.e. Update Identity Details)				
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**Centre/s to be assigned**

All Centres

Only the following centres: please indicate centre name and centre code:

Centre Code	Centre Name

Add row if necessary

\*If you have more than 5 centres, please send us the list of centres in an excel sheet format.

S/N	Full Name (as per Identification Document)	Identity (ID) Type	Identity (ID) Number	Gender	Email Address
5		<input type="checkbox"/> Pink NRIC <input type="checkbox"/> Blue NRIC <input type="checkbox"/> FIN No		<input type="checkbox"/> Male <input type="checkbox"/> Female	
<b><sup>1</sup>Function/s to be assigned to HQ Admin</b>	<input type="checkbox"/> (1) Employment <input type="checkbox"/> (2) Teacher Certification <input type="checkbox"/> (3) CPD Training				

	<input type="checkbox"/> (4) PDP Nomination <input type="checkbox"/> (5) General (i.e. Update Identity Details)								
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Centre Code	Centre Name								



Add row if necessary

<sup>1,2</sup>Refer to Annex A for reports/functions description

### Section B: Revocation of HQ Administrator(s)

- I confirm that by revoking the following staff member/s as HQ Administrator(s), I have agreed to remove their accounts as HQ Administrator/s.

S/N	Full Name (as per Identification Document)	Identification Document(ID) Number
1		
2		
3		
4		
5		

### Section C: Authorisation

- I, declare that all the information made above are true and correct.

<sup>2</sup>This form is authorised by:

**Name of Key Appointment  
Holder/Authorised Personnel**

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**NRIC No.**

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Signature

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Date

*<sup>2</sup>Please note that this nomination/revocation form should be authorised by Key Appointment Holder. Key Appointment Holder should be Licensee/Main Applicant/President/Chairman/Directors/Authorised Personnel.*

## **Annex A**

Brief Description of the Function/s available in ONE@ECDA:

<b>S/N</b>	<b>Report/s Assigned</b>	<b>Description</b>
1	Employment	<p>This function allows you to submit New Employment Application, Update Employment Titles, Update Employment (Out of Service) at HQ.</p> <p>This function also allows you to approve New Employment Application, Update Employment Titles, Update Employment (Out of Service) submitted from your centres under HQ.</p>
2	Teacher Certification	<p>This function allows you to submit New Teacher Certification Application at HQ.</p> <p>This function also allows you to approve New Teacher Certification Application submitted from your centres under HQ.</p>
3	CPD Training	<p>This function allows you to submit Nominate for Course/Event Application.</p> <p>This function also allows you to approve Course/Event Nomination submitted from your centres and/or educators under HQ.</p>
4	PDP Nomination	<p>This function allows you to submit PDP Nomination at HQ.</p> <p>This function also allows you to approve PDP Nomination submitted from your centres under HQ.</p>
5	General (i.e. Update Identity Details)	<p>This function allows you to submit Update Identity Details Application at HQ.</p> <p>This function also allows you to approve Update Identity Details Application submitted from your centres under HQ.</p>

Brief Description of the Report/s available in ONE@ECDA:

<b>S/N</b>	<b>Report/s Assigned</b>	<b>Description</b>
1	Centre CPD Report (HQ Admin)	This report allows you to view staff CPD hours by centres within a time period
2	CPD Summary Report	This report displays the summary of CPD hours completed by educators in all centres under HQ
3	Educators' Course Registration/Participation Status	This report provides a summary of the courses/events the educators have applied/been nominated for and their respective application status.
4	CPD Report for HQ	This report allows you to view staff course/s status (applied/attended/rejected) by individual centres
5	Centre Staff Information	This report allows you to generate/download listing of all staff by individual centre and/or all staff in all centres under HQ