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Creative Agni's IDML Online – Application Form

This is the IDML Online Application form. Please print this form and complete it in your own handwriting. Ensure that you've signed at the bottom of all the pages and also signed across your photograph on page 1 (total of 7 signatures.) Scan/photograph all the pages of the filled-up form and the required documents** (please refer to the required documents at the end of the Terms and Conditions section.) Please ensure that the scans/photographs are clear and send them as images (do not send any pdf). The images should be emailed to applications@creativeagni.com with the email subject "Application for IDML Online Program".

1. Program Name: Instructional Design for Micro-Learning (IDML) Online Training Program Certificate

2. Name (in capital letters): _____

3. Date of Birth:(dd/mm/yyyy) _____

4. Male/Female: _____

Please paste a recent color passport size photograph and sign across it at the bottom (Please ensure your signature doesn't go over your face in the photo.)

5. Email id: (in capital letters) _____

(* Please do not provide your organizational email id. Please provide a general email id preferably a gmail id. * Please use the email id that you provide here for sending your application to us and note that all communication from Creative Agni will be sent to you on the same email id.)

6. Mobile Number (Primary): _____ (Alternate): _____

7. Complete Postal Address (in capital letters with complete postal code)

(Please note that upon successful completion of the program, your certificate will be couriered to this address.)

8. Educational Qualifications and Other Certifications: *(Feel free to attach additional sheets if required.)*

Certificate/Degree	School/College Name	Board/University	Year	Marks/GPA
Class X				
Class XII				
Graduation				
Post Graduation				
Additional Qualifications (if any)				

9. Work Experience after completing Graduation (Bachelor's Degree).

Please state your complete work experience chronologically, listing the recent experience first. Explain the gaps, if any. (Feel free to attach additional sheets if required.)

S. No.	Name of the Organization	Designation	Role & Responsibilities	Duration	
				From (Month. & Year)	To (Month. & Year)
1					
2					
3					

4					
5					

10. Objective of Pursuing the IDML Online Program (Statement of Purpose):

Please write a short statement of purpose that clearly indicates your career goal and explains how this program will help you achieve it. (*Approximately 150 words.*)

11. Important Information / Terms & Conditions: *(Please read the following carefully.)*

1. Creative Agni reserves the right to review the application for acceptance of your candidature for the IDML Online program.
2. If your application is accepted, you shall receive an email confirming your application number.
3. Upon receipt of the application number, follow the instructions in the email to submit the program fee.
4. When the program fee is received by Creative Agni, your registration to the program shall be confirmed through email.
5. The program fee is non-refundable. In case of unavoidable and unforeseeable circumstances, a request for transfer to a future session of IDML Online may be entertained on a case-by-case basis. A transfer request can be entertained only before the commencement of IDML Online session. No transfer to another session shall be granted once the program session has started.
6. For joining the program, the program fee should reach us by the last date for fee submission. In case the fee is delayed, Creative Agni reserves the right to transfer your candidature to the next session. In this case, you will be informed about it through email. If you wish not to take the program in the next session, your program fee amount shall be refunded after deducting INR. 1250/-.
7. The registered participants shall receive an email from us with their registration number.
8. Creative Agni and its mentors/staff shall communicate with you at the email id provided by you in this form. Please check your email on a regular basis in order to ensure that you receive our communication in time. We strongly recommend that during the program you should check your email at least once a day.

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9. In order to take this online program, please ensure that you have a high-speed broad-band Internet-connection as the program would require both your audio and video presence for its Zoom sessions.
10. All program activities, except the Sunday classes on Zoom, are conducted in asynchronous mode, which means that you are not required to log in at *any specific time*. However, for the Sunday classes you will be required to make yourself available. The class-sessions will have a duration of 3.5 hours, which may extend by 15 to 30 minutes. So, please keep a provision for 4 hours.
11. In order to take the online class sessions, you will need a free Zoom account. If you do not already have one, the process of creating a free Zoom account will be shared in the welcome email.
12. Since this program follows the exact pattern of the IDML contact program and is designed to achieve the same effectiveness, following requirements and conditions apply for the Sunday classes.
 - a. This program is most effectively taken on a computer (desktop/laptop.). We strongly recommend that you avoid tablets/smartphones for the classes.
 - b. The Sunday classes are highly interactive so you need access to high bandwidth Internet connection (refer point 9 above) for your continued audio and video presence in the classroom. It will also enable you to smoothly interact with your mentor and other participants in your group.
 - c. You will need to download the Zoom App into your computer and have a Zoom login that uses the email Id you have supplied in this form.
 - d. It is recommended that you are the only occupant of your room during the session.
 - e. It will be required that you keep your mobile phone on Silent Mode during the class.
 - f. Please ensure you have a water-bottle and other basics at arm's reach.
 - g. You will be required to take notes and participate in classroom discussions. For this you must bring the following with you to the class.
 - i. A hardback notebook
 - ii. A few sharpened pencils
 - iii. An eraser
 - iv. A couple of sketch-pens
 - v. About a dozen white sheets (A-4) Size.
 - h. The sessions of this program are for synchronous real-time consumption of the enrolled participant. No part of any session may be recorded or stored on any electronic media.
13. The program is conducted according to a pre-determined schedule. You will need to devote at least an average of 8-12 hours per week on your readings, assignments, and discussions. Please review your schedule for two months from the start date of the program to ensure that you are able to complete all activities in time.
14. Extensions in submission dates related to the various activities of the program will not be granted. You are welcome to make your submissions/complete activities before the submission dates.
15. Upon *successful completion* of the program, you shall receive the Instructional Design for Micro-Learning Certificate from Creative Agni.
16. Successful completion of the program entails all of the following:
 - full attendance in all the online class sessions (entire duration of the Sunday classes) on all the four Sundays.
 - completion and submission of all concept and project assignments in time.
 - completion of all quizzes in time.
 - final submission of the project in time.
 - completion of the online test in time.
 - active & constructive participation in the online discussions
 - achievement of at least 60% marks in the program.(Note: All the activities listed above carry marks and contribute to your overall performance in the program.)
17. The Certificate shall be couriered *only to the successful participants (please refer to points 15 & 16 above)* at the address provided in this form, one month after the completion of the program. It shall bear the name provided by you in this form.
18. Creative Agni reserves the right to cancel your candidature/participation in the program at any stage if the information provided in this form is found to be incorrect / misrepresented.
19. Creative Agni's decision in all matters related to selection, registration, program administration and implementation, shall be final.



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I have read the above information/terms & conditions and I accept them. I also confirm that the information provided by me in this form is correct. I would like to apply for the IDML Online program conducted by Creative Agni Consulting & Training.

I confirm that am attaching the scans** of the following documents with the email I am sending:

- ✓ *Proof of Date of Birth* (a self-attested copy of High School (Class X) Certificate / Driver's License / Passport / Aadhaar.)
- ✓ *Proof of Identity* (Passport / Aadhaar / PAN Card / Driver's License – Your photo in this document should match the photo provided by you in the application form)
- ✓ *Proof of Signatures* (PAN Card/Passport)
- ✓ *Proof of Graduation* (at least a bachelor's degree or a final-year marksheet stating that you have passed)
- ✓ This *Completed Form*, with a passport-size signed-across photograph on the first page and with my signatures at the bottom of all the five pages.

(**To initiate the processing of your application, it is essential that all the images of documents are received in order. Please take a print of this application form and photocopies of the required documents. Please sign at the bottom of each page (print/photocopy) and then scan / take a picture. Send us the images. Pdfs are not acceptable. Your signatures should be the same as given in the signature proof. Keep the signed physical documents with you for reference till the training program ends.)

Signature of the candidate: _____ Date: _____