COURSE APPLICATION INSTRUCTIONS

Version 2

STEP 1: SELECTION OF COURSE(S) TO APPLY FOR

On the INSC T&T Project MC3.01/20 website https://training.ek-cer.hu/ see the lists of Training Courses on the subpage https://training.ek-cer.hu/training/ and Tutoring Courses on the subpage https://training.ek-cer.hu/tutoring/, and find the one(s) that interest(s) you.

Check your eligibility for participation.

Employees of the NRAs or their TSOs in the Beneficiary Countries are eligible for financially supported participation in the T&T courses, Beneficiary Countries of the project are published on the website https://training.ek-cer.hu/.

STEP 2: APPLY FOR COURSE

If application for the selected course is open, click on the "DOWNLOAD application documents" button to download the forms and templates, namely:

1. Motivation letter template,
2. Certificate of eligibility from regulatory body,
3. Recommendation letter from employer,
4. Curriculum vitae (CV) template.

Please complete and sign these documents as follows:

- Please complete the *Motivation letter* template and *Curriculum vitae (CV)* template electronically and sign where required.
- The *Recommendation letter from employer* should be completed electronically and signed by your employer.
- Please complete and sign *Certificate of eligibility from regulatory body* electronically with the authority.

Please scan the documents as follows:

- your passport
- documentary evidence of the education (of at least the highest level) and English language skills (for courses in English) if available

Once you have all the documents you need electronically, revisit the website https://training.ek-cer.hu/ for the course you are interested in.

Click on the "Apply for" button for the course you want to apply for, which will redirect you to a digital application form.

Please complete the digital application form and upload the necessary documents.

You will receive a confirmation email if your application email has been received.

Please check your incoming emails (in the spam folder as well, if necessary), the sender's email address will be noreply@training.ek-cer.hu. Please do not reply for the confirmation email!

STEP 3: PARTICIPATION IN THE SELECTION PROCESS

You will receive further information on the selection process and related actions by email to your email address primary provided in the course application form after the deadline for applications.

Please check your incoming emails (in the spam folder as well, if necessary), the sender's email address will be: info@training.ek-cer.hu

Note that by submitting your application, you agreed to complete the examination tests and be available for a potential video interview as part of the application process.