

IMPORTANT REMINDERS UNDER NEW NORMAL POLICIES AND BLENDED LEARNING APPROACH

1. Wearing Masks/Face shield is required around the vicinity of SIMS lecture and practical area.
2. Practice Social Distancing (1 Meter) all the time.
3. Please bring your own pen ,meals, drinking water and sanitizer /alcohol during training
4. Required checking of temperature before entering the building and practical site. Temperature higher than 37.5 degrees Celsius shall not be allowed to enter.
5. 1- Valid identification: (Driver's License, SIRB, Passport, Govt. ID) –any of the following
6. Trainees should have photo taken upon enrollment and give to the Instructor the SRN no. for the MISMO registration of Training or attached the required documents in your Moodle Account.
7. **BT Certificate (Photocopy)**- *if enrolling in MEFA, PSCRB, Smoke Diving, Adv. Fire Fighting, Free Fall Lifeboat, Refresher Courses*
8. **Refresher Courses** -Bring or attached in your Moodle Account valid COP Certificate and Old Training Certificate
9. **Medical Certificate**- is Required for trainings that has Practical Training
10. Full payment before taking the Practical Training to avoid delay of release of your Training Certificate
10. **Things to bring on Practical Training** : Towel, Slippers, toiletries, cycling shorts, white t-shirt, extra clothes

REMINDERS:

- BE PUNCTUAL. REPORT TO YOUR CLASS ON TIME. A 15-minute grace period will be allowed for each session. A trainee who reports within 15-minute after the grace period is considered late. Tardiness will be reflected on the class attendance sheet..
- Trainees should observe proper decorum and wear proper attire in all sessions. Trainees are not allowed to wear sandals during Online Sessions.
- Please observe Company's Regulations and [Virtual Meeting Etiquette link](#) to ensure safety, order and discipline.
- Be sure to have your photo taken upon enrolment before the start of your training. Otherwise, your certificate will not be released. NO picture, NO training certificate Policy is strictly imposed by the training center.

NOTE:

- The Training Center reserves the right to cancel / change your training schedule if you fail to report / show up not later than the allowable 15-minute grace period of your scheduled training time. This is to accommodate trainees who are in the “waiting list”.
- Trainees who do not report on their scheduled training shall pay the full amount required per course they have enrolled.
- Cancellation / Withdrawal from the course during the conduct is not allowed. Cancellation of enrollment made before the commencement of training is permitted, however, the trainee should pay 50% of the course amount as cancellation fee.
- Major transportation strikes and Typhoon Signal No. 3 automatically mean suspension of classes. Please contact Southern Institute of Maritime Studies.- Manila Registrar at Tel. Nos. (+632) 8708-9871 , (+632) 8254-8093 , (+632) 82548225, (+632) 8516-0648 for further announcements/ advisory.
- Or thru SIMS email address sims_manila@yahoo.com and Facebook Page Southern Institute of Maritime Studies