

## COURSE APPLICATION INSTRUCTIONS

Version 1

### 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 course application form,
- 2 motivation letter template,
- 3 certificate of eligibility from regulatory body,
- 4 recommendation letter from employer,
- 5 curriculum vitae (CV) template.

Complete these documents electronically (and authorized with signature where needed) and send all of them to the email address: [info@training.ek-cer.hu](mailto:info@training.ek-cer.hu) by the application deadline. In the subject of the email write: <YourName>\_Application\_<CourseTopic>.

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 [info@training.ek-cer.hu](mailto:info@training.ek-cer.hu).*

### 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(es) 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](mailto: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.*