

Submitting your application

➤ **Step 1: Online registration**

Register for training on the [Admission FP](#) Portal

Print, date and sign (handwritten) the admission form.

➤ **Step 2: Filing documents**

Gather all the required documents and file the documents in digital format in your [Online file](#)

Explainer video: [Digital document submission](#)

The digital version must meet the following criteria:

- ✓ Be filed in the section specific to each document
- ✓ Coming from the original document
- ✓ Contain only one (1) document per image
- ✓ Be easily readable
- ✓ The entirety must be visible and the framing must be complete
- ✓ All pages and/or faces (double-sided) are present
- ✓ The document must not be altered or falsified in any way

We invite you to keep the original documents.

Some files may be subject to random auditing and the training centre may require them to be submitted in person. If applicable, you will receive an official communication with the necessary instructions

➤ **Step 3: Analysis of the file**

Once all the documents have been received, the file can be analyzed. Once your file has been analyzed, you will receive a communication.