



# LEADING EDGE INTERNATIONAL AVIATION ACADEMY, INC.

## MAIN OFFICE, SAN FERNANDO CITY:

San Fernando Airport, Poro Point Freeport Zone,  
San Fernando City, La Union 2500 ☎ (072) 607-5869 📠 0917-539-2578

## EXTENSION OFFICE, TAGUIG CITY:

2nd Floor, Col. Godofredo M. Juliano (Ret) Bldg.  
Lot 13 Block 86 Bayani Road corner Roxas Avenue, AFPOVAI Phase 5  
Western Bicutan, Taguig City 1630 📠 0917-539-2577 ✉ mail@leadingedge.com.ph

## LEIAAI OJT Program Registration

Name: \_\_\_\_\_  
Family Name Given Name Middle Name Suffix

Nickname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Birthplace: \_\_\_\_\_

Sex: \_\_\_\_\_ Age: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile number: \_\_\_\_\_

## ACADEMIC INFORMATION

Course: \_\_\_\_\_

Year Level: \_\_\_\_\_

School Affiliation Name: \_\_\_\_\_

School Affiliation Address: \_\_\_\_\_

## Vaccination Status

Have you been vaccinated against COVID-19?

\_\_\_\_\_

If you have been vaccinated, which of these brands was administered to you?  
(Chose NONE if you have not yet received a dose of the vaccine or you are not willing to received any).

<input type="checkbox"/>	<b>CoronaVac (Sinovac)</b>	<input type="checkbox"/>	<b>Gamaleya Sputnik V</b>	<input type="checkbox"/>	<b>Novavax</b>
<input type="checkbox"/>	<b>Moderna</b>	<input type="checkbox"/>	<b>Johnson and Johnson's Janssen</b>	<input type="checkbox"/>	<b>NONE</b>
<input type="checkbox"/>	<b>Pfizer - BioNTech</b>	<input type="checkbox"/>	<b>Bharat BionTech</b>	<input type="checkbox"/>	
<input type="checkbox"/>	<b>Oxford - Astraeneca</b>	<input type="checkbox"/>	<b>Sinopharm</b>	<input type="checkbox"/>	



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Have you been vaccinated with a booster shot against COVID-19?

If you have been vaccinated a booster shot, which of these brands was administered to you?  
(Chose NONE if you have not yet received a booster shot).

	<b>CoronaVac (Sinovac)</b>		<b>Gamaleya Sputnik V</b>		<b>Novavax</b>
	<b>Moderna</b>		<b>Johnson and Johnson's Janssen</b>		<b>NONE</b>
	<b>Pfizer - BioNTech</b>		<b>Bharat BioNTech</b>		
	<b>Oxford - Astraeneca</b>		<b>Sinopharm</b>		

## Admission Form

On-The-Job Training Program Applying for (OJT Hours):

What type of internet connection do you have access to the Theoretical Training Program?

	WIFI/Data post-paid connection using mobile phone/tablet/laptop/desktop
	WIFI/Data pre-paid connection using mobile phone/tablet/laptop/desktop
	LAN connected to Laptop/Desktop
	Other

Since Theoretical Training is 208-hour online training (8 hours per day), you are responsible for securing a stable internet connection for the entire duration, considering the whole day sharing of your webcam via Zoom.

☐ Yes

☐ No

What type of device will you be using to access the training?

☐ Laptop (PC or Mac)

☐ Desktop (PC or Mac)

☐ Tablet

☐ Smartphone



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Do you have access to an alternative device?

\_\_\_\_\_

Referral: (Social Media, via email, Career Guidance, Others) if others, please indicate the name

\_\_\_\_\_

**OJT Uniform (Yalex)**

**SIZE:** \_\_\_\_\_

**ACKNOWLEDGEMENT:** To proceed with your pre-registration, you must acquaint yourself with the main platforms to be used (Google Classroom and Zoom) and then duly agree to the LEIAAI Terms & Conditions for Theoretical Training Program located on the next page.



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## TERMS AND CONDITIONS

The following constitute the terms and conditions to which interested individuals agree when registering for any Leading Edge International Aviation Academy Inc. ("LEIAAI") on-line training. Please read the Agreement carefully. You have confirmed your understanding and acceptance of the Agreement by submitting your Pre-Registration.

### A. INTRODUCTION TO OUR ON-LINE TRAINING SERVICE

This Agreement governs your registration and attendance to the on-line training.

For successful participation, you will be needing compatible hardware, software and stable Internet access. You are required to use a laptop or desktop with an internal/external webcam and microphone. Mobile devices such as phones or tablets are not allowed. Participants must also have a word processing (such as Microsoft Word), spreadsheet (such as Microsoft Excel) and presentation (such as Microsoft PowerPoint) viewing/editing program. A stable internet connection is required (e.g. Fiber Wi-Fi/Wired connection) and a minimum connection of LTE for mobile broadband users with 8GB data allowance per day for those with data allocation limits (i.e. prepaid and postpaid cellular/mobile data). It is recommended to have at least 3 MBPS bandwidth.

### B. DATA PRIVACY

LEIAAI shall collect, process, retain, and store personal data in accordance to the provisions of Republic Act 10173 - Data Privacy Act of 2012. LEIAAI shall be recording the whole duration of the training, including the webcams of participants.

### C. SCREENING OF REGISTRATIONS

The compatibility of your device and connection shall be screened in addition to the requirements of the training.

### D. NON-APPEARANCE OF APPROVED REGISTRANTS

Approved registrants must be ready to attend the training by 8:00 AM sharp. Logging in late or failure to attend the training all together without prior notice will mean forfeiture of your slot and the consequence of not being accommodated to any LEIAAI training for the next six (6) months.

### E. COMPLETION OF TRAINING

Participants must complete the number of hours required in order to obtain their Certificate of Completion. Attendance will be monitored via webcam; therefore, all participants must turn on and share their webcams at all times.

A log-out link shall be provided at the end of each day.

Participants who will miss more than 10% of the allotted time per module shall not be given Certificates of Completion. They must adhere to the Catch-Up Policy of LEIAAI.



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## F. CATCH-UP POLICY

Participants shall be given a chance to attend the module they missed within one month. They must coordinate with the LEIAAI, OJT Coordinator regarding available schedules.

## G. ISSUANCE OF CERTIFICATES OF COMPLETION

Certificates will be made available for pick up or self-arranged courier in the LEIAAI main office or extension office.

Certificates of participants located in NCR will be ready for pick up at least 5 working days after the last day of the training in our extension office.

However, due to certain limitations, participants from other regions will have to coordinate with the LEIAAI, and OJT Coordinator regarding their certificates. Participants will be notified if their certificates will be available.

Presentation of at least one (1) valid ID is required to claim the certificates. A duly signed authorization letter and a photocopy of the participant's valid ID are needed if it will be received by a representative.

## H. INTELLECTUAL PROPERTY RIGHTS

All Course Materials provided via Zoom, Google Classroom, Google Drive, or any other platform in addition to the lectures done by resource persons are, and remain, the intellectual property of LEIAAI. You are not authorized to:

- (i) copy, modify, reproduce, re-publish, sub-license, sell, upload, broadcast, post, transmit or distribute any of the Course Materials without prior written permission;
- (ii) record on video or audio, relay by video call or other means
- (iii) use the Course Materials in the provision of any other course or training; and
- (iv) remove any copyright or other notice of LEIAAI on the Course Materials;

Breach of this clause shall allow us to immediately terminate these terms and conditions with you and cease to provide you with any Training

*I have read and agree with the terms and conditions.*

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Applicant's Signature over printed name



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