

APPLICATION PROCESS FOR INDIVIDUALS

- (1) An individual wishing to become a Mentor is required to submit a letter to the TTSE indicating his or her interest;
- (2) The letter should shall be accompanied by the supporting documents set out at item (3) below in order for the application to be considered;
- (3) The letter to the TTSE along with supporting documents shall be addressed to the Chief Executive Officer of the TTSE which shall include, but is not limited to:
 - (i) Letter requesting to be a Mentor;
 - (ii) A certified copy of a Certificate of Character issued by the Trinidad and Tobago Police Service or designated foreign jurisdiction. This should be within six (6) months of the issue date;
 - (iii) Applicant's Curriculum Vitae setting out work history, education, and skills;
 - (iv) Completed Fit and Proper questionnaire and/or Letter of No Objection issued by any local or foreign regulator or assessed.
 - (v) Two (2) copies of a valid photo identification document certified by a Commissioner of Affidavit or Notary Public issued by the government of Trinidad and Tobago or designated foreign jurisdiction;
 - (vi) Documents indicating that he or she is in good financial standing which, shall include at a minimum:
 - (a) A letter from a banking institution indicating that the Applicant is in good financial standing; and
 - (b) Tax clearance certificates indicating that the Applicant is in compliance with government tax requirements.

POST APPLICATION PROCESS

- (4) Upon receiving the documents required by (3) above, the following steps shall be taken by the TTSE:
- (i) The TTSE shall acknowledge receipt of the application and accompanying documents within seven (7) business days of receiving the said application;
 - (ii) TTSE Management shall review the completed application and make a recommendation to the TTSE Board or persons delegated by the TTSE Board to consider such applications within thirty days (30) business days of receiving the application;
 - (iii) The Applicant shall be informed of the TTSE's decision on whether it has any objection to his/her participation in the programme within seven (7) business days of said decision being made; and
 - (iv) In the event that an Applicant has not been successful, he or she may reapply after a period of six (6) months has lapsed from the date of his/her initial application or a new Applicant may apply to the TTSE by satisfying the minimum requirements in accordance with TTSE Rule 700(1) and also complying with the requirements outlined above.