附件1

**物业管理师**

**职业技能等级培训机构备案**

**登记表**

|  |  |  |
| --- | --- | --- |
| **单位名称** | **：** | **（盖章）** |
| **单位地址** | **：** |  |
| **联 系 人** | **：** |  |
| **电话** | **：** |  |
| **填报时间** | **：** |  |

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| 单位名称\* | | |  | | | | | | | | | | | | | | |
| 单位地址\* | | |  | | | | | | | | | | | | | | |
| 机构性质\* | | | □市级培训机构 □区级培训机构 □技工院校 | | | | | | | | | | | | | | |
| 统一社会  信用代码\* | | |  | | | | | | | | | | | | | | |
| 办学许可证号 | | |  | | | | | | | | | | | | | | |
| 培训项目（工种）和级别 | | |  | | | | | | | | | | | | | | |
| 法定代表人\* | | |  | | | 职务\* | | | | | | | |  | | | |
| 联系人\* | | |  | | | 职务\* | | | | | | | |  | | | |
| 联系电话\* | | |  | | | 电子邮箱\* | | | | | | | |  | | | |
| 一、拟申报备案事项\* | | | | | | | | | | | | | | | | | |
| □申报职业技能等级培训机构备案  □申报职业技能等级培训机构延续备案 | | | | | | | | | | | | | | | | | |
| 二、拟备案物业管理师职业技能等级培训的职业（工种）范围\* | | | | | | | | | | | | | | | | | |
| 序号 | 培训起始日期 | | | 已培训人数（人） | | | | 培训等级范围 | | | | 培训地点 | | 说明 | | | |
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| 三、具备的培训组织和专业优势（延续备案可不填） | | | | | | | | | | | | | | | | | |
| 组织优势 | | |  | | | | | | | | | | | | | | |
| 专业优势 | | |  | | | | | | | | | | | | | | |
| 四、场地设施设备等情况（延续备案可不填） | | | | | | | | | | | | | | | | | |
| （一）培训场地情况 | | | | | | | | | | | | | | | | | |
| 工作场所的地点、面积、数量、权属 | | |  | | | | | | | | | | | | | | |
| 理论知识培训的地点、面积、数量、权属 | | |  | | | | | | | | | | | | | | |
| 操作技能培训场所地点、面积、数量、权属 | | |  | | | | | | | | | | | | | | |
| （二）设施设备情况 | | | | | | | | | | | | | | | | | |
| 序号 | 名称 | | 规格/型号 | | 数量 | | | | 权属 | | | 对应认定职业及等级 | | | 设备所在地 | | |
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| （三）互联网培训系统及培训过程视频监控设备配置情况 | | | | | | | | | | | | | | | | | |
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| 五、人员情况（凡非本机构人员，应提供其与本机构签署的聘用协议复印件）  （延续备案可不填） | | | | | | | | | | | | | | | | | |
| （一）专职工作人员情况 | | | | | | | | | | | | | | | | | |
| 序号 | 姓名 | | 身份证号 | | | | 职称  /职务 | | | 学历 | | | 工作职责 | | | | 是否本单位职工 |
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| （二）培训师资情况 | | | | | | | | | | | | | | | | | |
| 序号 | 姓名 | 身份证号 | | | | | | 物业管理师等级 | | | 培训级别 | | 工作单位 | | | 联系电话 | |
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| **物业管理师等级：**职称类（高级/中级）、等级类（四级/三级/二级/一级）；  **备注：**1.持有等级类证书可培训下一级职业技能等级，如三级可培训四级，以此类推；  2.持有职称类物业管理师（中级）可培训三级，物业管理师（高级）可培训四、三、二、一级；  3.附件2对应本表培训师资情况进行登记。 | | | | | | | | | | | | | | | | | |
| 六、法人主体资格证书（营业执照、办学许可证） | | | | | | | | | | | | | | | | | |
| （法人主体资格证书复印件粘贴处） | | | | | | | | | | | | | | | | | |