



## Step by Step Guide and Checklist for the

### Online Review Class of Topnotch CAT Reviewers (for May 2021 sched only)

Summary of steps/procedures to comply. Details and instructions are discussed in our checklist/guidelines.

**READ ALL INSTRUCTIONS.**

#### Enrollment and Payment

1. **READ ALL** the details/instructions/checklist/guidelines, about the CAT program, review and exam, requirements and instructions.
2. Payment of fees (*Refer to page 9 of this document for the fees. For payment channels, contact head of Topnotch*)
3. Online Registration (*Refer to page 3 of this document, page 2 for the technical requirements*)
4. Submission of other requirements (*Refer to page 3 of this document*)

#### After enrollment and payment

5. Join the FB group chat setup for reviewees/examinees (*contact head of Topnotch*)
6. Familiarize with the contents of shared Google Drive folders (online materials). Familiarize with the use of Google Drive/Google Meet.
7. Watch the orientation recorded videos in the shared Google Drive folders.
8. Schoology instructions. (*Refer to page 6 to 8 of this document*)
  - a. Account creation (*for first time examinees only/with no account in Schoology*)
  - b. Add/join the course/exam code for the examinees holding area of the batch/schedule (*Refer to page 6 to 8 of this document for the course/exam code*)
  - c. Take the "get-to-know" exam (*exam prepared by Topnotch for familiarization of Schoology LMS/Online Exam*)

#### Communication channels/contact person for each concern:

- lesson-related/lecture materials-related concern, contact head of topnotch or instructors through FB group chat
- schedules, enrollment, requirements, google meet/google drive concerns, other matters related to review and exam, FB message or text head of Topnotch (include your name)
- membership/certification concerns (NIAT, MICB, RCA, CAT), contact NIAT Phils.

### ACKNOWLEDGEMENT/CONFIRMATION

<b>PLEASE READ CAREFULLY AND FOLLOW INSTRUCTIONS.</b> This document serves as guide and checklist for the online review class requirements, format of review and exam, and the enrollment steps and requirements to be submitted. (Print this page, fill-out and sign on the required information below, and submit to Topnotch upon enrollment/registration.)	
Last Name, First Name M.I.	<input type="checkbox"/> CAT Part 1 (CB) <input type="checkbox"/> CAT Part 2 (RCA) <input type="checkbox"/> CAT Part 3 payroll & tax
Mobile Number/s:	Email Address (Gmail):
I have read the guidelines and have understood all the instructions and requirements, and the details of the review and exam.  I have understood and am fully aware of the schedule in which I have enrolled in for the review and exam, and any deviation from the instructions and schedules will be my responsibility and will not be the responsibility of Topnotch.  Non-attendance of the indicated schedules of review and exam may be considered as dropped from the program and may result to forfeiture of the fees paid.	Review schedule: _____  Exam schedule: _____  _____ Participant's Signature over Printed Name
<b>ALWAYS INCLUDE YOUR NAME when inquiring/texting</b> <b>For questions or clarifications, contact Topnotch at 0917-8827111</b>	

**Important Notice:** All information in this document is applicable only for the month May 2021 (Special Schedule)

Disclaimer: Some information in this document are subject to changes without prior notice. Please check our website for periodic updates.

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## Step by Step Guide and Checklist for the Online Review Class of Topnotch CAT Reviewers (for May 2021 sched only)

**What you need: (Technical Requirements for the Review) PLEASE READ CAREFULLY AND FOLLOW INSTRUCTIONS.**

### 1. Functioning Gmail Account

- If you don't have one, please create a Gmail account.
- If you have a Gmail but it's not functioning, then please create a functioning account.
- If you have a functioning Gmail account, then that's good.
- Provide the Gmail Account to Topnotch (or indicate in your registration data). To avoid confusion, use only 1 Gmail account or have a primary Gmail account for submission to Topnotch.
- The Gmail account will be used for all communications and access to resources and online discussions.
- FAQ: I have an e-mail account that is not Gmail, can I just use that?
- FRA: AS PER INSTRUCTIONS, you need a Gmail account in able to join the online class. PLEASE READ all the instructions as to why Gmail account is needed.

### 2. Desktop or Laptop or Tablet or Mobile Phone, and the required program/apps

- For desktops and laptops, you just need a good web browser, but it is more advisable to use the most recent version of Google Chrome.
  - Other needed tools: Functioning desktop/laptop speakers or headsets/earphones for listening to the recorded video discussions or live online discussions.
  - Other needed tools: Functioning desktop/laptop microphone or headsets/earphones with microphone to join the live online discussions.
- For tablets and mobile phones, you need to have the following apps:
  - Google Drive - This app is needed for the recorded video discussions.
    - This is normally pre-installed in Android Phones. Please check if the app is working (and if you have the updated version, as long as it is working).
    - If you don't have Google Drive in your gadget, please download this app to be able to watch the recorded video discussions.
  - Google Meet (a.k.a Hangouts Meet or Google Hangouts Meet) - This app is needed for you to join the live online discussions.
    - This is a different app from Google Hangouts. Google Hangouts is pre-installed in Android Phones, but Google Hangouts Meet is NOT pre-installed in Android Phones.
    - For tablets and mobile phones, YOU NEED TO DOWNLOAD THIS APP to be able to join the live online discussions.
- Familiarize yourselves on how to use Gmail, Google Drive and Google Meet. Your Gmail account will be used to log in to Google Drive, and for receiving the conference link invite for Google Meet.
- Learn the basics of these tools or apps using the gadget that you will use during the online review classes. (desktop/laptop/tablet/mobile phone)

### 3. Mobile Data or Internet Connection

- Our recorded video discussions and live online discussions are relatively lighter in terms of data usage or bandwidth demand.
- For recorded video discussions, since you can watch the videos at your own pace, you can also manage your data usage (if on mobile data).
- For live online discussions thru Google Hangouts Meet, this platform has lighter data usage or bandwidth demand compared to other conferencing platforms.
- The stability/consistency of internet connection is the biggest factor for the live online discussions.
- Please take note that the quality of mobile data/internet connection is beyond the control of Topnotch, and therefore should NOT be inquired with us.

**ALWAYS INCLUDE YOUR NAME when inquiring/texting**

**For questions or clarifications, contact Topnotch at 0917-8827111**

**Or PM thru FB to Ralph Michael Licaros**



## Step by Step Guide and Checklist for the

### Online Review Class of Topnotch CAT Reviewers (for May 2021 sched only)

Processes for Enrollment, Payment, Review and Exam		PLEASE READ CAREFULLY AND FOLLOW INSTRUCTIONS.
<b>Enrollment/Registration</b>		<b>Enrollment for May 2021 review/exam schedule is until <u>May 16</u>.</b>
<p>1. Online Registration</p> <ul style="list-style-type: none"> <li>Go to <a href="http://www.topnotchcatreviewers.com">www.topnotchcatreviewers.com</a>   Click on the post: "PROTECTED: TOPNOTCH OFFICIAL REGISTRATION DATABASE".</li> <li>The post is password protected. To inquire for the password, please text and include your name: 0917-8827111.</li> <li>After getting the password, READ ALL THE INSTRUCTIONS FIRST, then click on the online registration link.</li> <li>READ AND FOLLOW INSTRUCTIONS AND DATA FORMATS. Accomplish and submit the online registration immediately.</li> </ul> <p>2. Submission of documents/requirements: <u>Method 1</u>: through the Online Registration Form in the instructions above.  <u>Method 2</u>: send via e-mail to <a href="mailto:rml.admin@rmlcaros.page">rml.admin@rmlcaros.page</a> (submit immediately after the online reg)  subject of email should be: Online – month/year – Last Name First Name  <b>[example: Online – May 2021 – Licaros Ralph Michael]</b></p> <p>a) <u>CAT Exam Application Form</u></p> <ul style="list-style-type: none"> <li>get a copy of the form by downloading from Topnotch website</li> <li>fill-up the electronic form; or print a copy, fill-out, and scan or take a picture using phone</li> <li>take note of the correct file name format when sending [CAEF-LastName-FirstName-MI] [example: CAEF-Licaros-Ralph]</li> </ul> <p>b) <u>ONLY ONE OF ANY</u> of the documents listed (whichever is applicable) - soft copy, or scanned copy, or picture taken using phone</p> <ul style="list-style-type: none"> <li>for undergraduate students – school ID or school registration</li> <li>for recent graduates (within 6 months after graduation date) – diploma or transcript of record</li> <li>for professionals and graduates (more than 6 months graduated) – company ID or (resume/CV or diploma/TOR if unemployed)</li> </ul> <p>c) <u>One (1) copy ID Picture any size</u> - soft copy, or scanned copy, or picture taken using phone</p>		
<b>Payment</b>		
<ul style="list-style-type: none"> <li>Bank deposit or online transfer thru: BDO, BPI. Coordinate with Topnotch for the account details.</li> <li>GCash (please inquire with Topnotch for the details). Service charges should be paid by the enrollee/reviewee. (not deducted from the program fees). For other banks, please inquire with Topnotch if Topnotch has an account with those banks</li> <li>For other payment channels or any inquiries related to payment, please coordinate with Topnotch.</li> </ul>		
<b>Lecture Materials and Recorded Video Discussions</b>		
<ul style="list-style-type: none"> <li>The links to the online resources will be sent to your respective emails (Gmail) <u>after complying with ALL instructions and requirements</u>. (online registrations, submission of requirements and payments, other instructions)</li> <li>Online resources included: manual/lecture materials, supplement materials, recorded video discussions, and other relevant files for the review. <u>Details for the live online discussions are also included in the online resources.</u></li> </ul>		
<b>Review and Exam</b>		
<u>Exam Format and Schedule</u>		<b>ONLINE CAT EXAM</b>
<ul style="list-style-type: none"> <li><b>ONLINE CAT EXAM:</b> Date and Time schedule of the online exam should be strictly followed. All examinees will take the online exam all together on the designated date and time.</li> <li>Instructions and Guidelines for the online CAT exam are discussed on a separate document. Please prepare for the necessary technical requirements.</li> </ul>		<b>Exam Schedule – May 23, 2021 Sun</b> <b>Time schedule of exams:</b> <ul style="list-style-type: none"> <li>CB – 8:00 am to 11:00 am</li> <li>RCA – 11:00 am to 2:00 pm</li> <li>Part 3 – 2:00 pm to 5:00 pm</li> </ul>
<u>Review Format and Schedule</u>		<b>Review Schedule (month of May) for May 23 exam</b>
<ul style="list-style-type: none"> <li>The <b>ONLINE REVIEW CLASS</b> will be in the following formats: <ol style="list-style-type: none"> <li>Recorded Video Discussions (available for a period of time)</li> <li>Live Online Discussions (scheduled only on specific times and dates)</li> </ol> </li> <li>Both formats (of each level) will be available to all enrolled students of each level.</li> <li>There will be NO face-to-face interactions (both for review and exam).</li> </ul>		<ol style="list-style-type: none"> <li>Recorded Video Discussions (available from May 1 to May 22)</li> <li><b><u>NO Live Online Discussions for the month of May 2021</u></b></li> </ol>
<b>ALWAYS INCLUDE YOUR NAME when inquiring/texting</b> <b>For questions or clarifications, contact Topnotch at 0917-8827111</b> <b>Or PM thru FB to Ralph Michael Licaros</b>		



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### Information about the Review

<b>ONLINE REVIEW CLASS FOR MAY 23 EXAM</b>	<b>1. Recorded Video Discussions</b>	<b>2. Live Online Discussions</b>
Description	Video recordings of discussions by instructors of Topnotch, which can be watched through/shared by Topnotch through Google Drive using desktop, laptop, tablet or mobile phone. The videos will be available for a period of time and can be watched by students on their own pacing and own schedule.	Live online discussions of instructors of Topnotch through Google Hangouts Meet. This will be scheduled only on specific times and dates, and students can attend the discussions, as if attending an actual classroom session. Questions can be accommodated by instructors while discussion is on-going.
Technical Requirements	1. Functioning Gmail Account 2. Desktop or Laptop or Tablet or Mobile Phone <ul style="list-style-type: none"> <li>• Google Drive Website/Google Chrome web browser for desktop or laptop</li> <li>• Google Drive App for tablets/mobile phones</li> </ul> 3. Mobile Data or Internet Connection  <i>Refer to previous sections of this guide for the complete details of these requirements</i>	1. Functioning Gmail Account 2. Desktop or Laptop or Tablet or Mobile Phone <ul style="list-style-type: none"> <li>• Google Hangouts Meet via Google Chrome web browser for desktop or laptop</li> <li>• Google Hangouts Meet App for tablets/mobile phones</li> </ul> 3. Mobile Data or Internet Connection  <i>Refer to previous sections of this guide for the complete details of these requirements</i>
Schedule	<b>Available through Google Drive anytime from May 1 to May 22.</b>	<b>NO Live Online Discussions for the month of May 2021</b>
How to Access	The video recordings will automatically be shared to your account/sent to your Gmail and Google Drive thru the Gmail Account that you have provided to Topnotch.	The link for the conference room of the live online discussions will be sent to your Gmail Account that you have provided to Topnotch.
Lesson-related queries	For lesson-related queries, send your questions/details via e-mail to instructor and Topnotch team.	Questions can be raised and discussed during live online discussions.
<b>ALWAYS INCLUDE YOUR NAME when inquiring/texting</b> <b>For questions or clarifications, contact Topnotch at 0917-8827111</b> <b>Or PM thru FB to Ralph Michael Licaros</b>		



## Step by Step Guide and Checklist for the Online Review Class of Topnotch CAT Reviewers (for May 2021 sched only)

### Information about the Exam

<b>Exam Batch for</b>	May 23 Online Reviewees/Examinees (May 2021 Batch)
<b>Exam Schedule</b>	May 23, 2021 Sunday CAT part 1 (CB) - 8:00am to 11:00am (3 hours) CAT part 2 (RCA) - 11:00am to 2:00pm (3 hours) CAT part 3 - 2:00pm to 5:00pm (3 hours)
<b>Exam Type/Info</b>	Online Exam through Schoology LMS Multiple Choice of 50-60 items Each question has a time limit of 3-5 minutes each Maximum of 3 hours for the whole exam (for each level)
<b>Technical Requirements (Per NIAT)</b>	<ol style="list-style-type: none"> <li>1. PC Desktop or Laptop (as per instructions of NIAT, use desktop or laptop computer is advisable/preferable)</li> <li>2. Stable Internet Connection (this is beyond the control of Topnotch or NIAT, please make sure to prepare for back-up mobile data prior to the exam schedule and to ensure you are able to the exam on the scheduled date and time)</li> <li>3. Browser (Recommended Browsers: Google Chrome or Firefox)</li> <li>4. Email Account (should be the e-mail account provided/submitted to Topnotch or NIAT)</li> </ol>
<b>Instructions from NIAT</b>	<p>NIAT, through Topnotch, will send the official exam instructions, <u>official exam code</u> and other necessary information about the exam. Topnotch will forward these information from NIAT to all enrolled students/examinees a week before the exam schedule.</p> <p>Read carefully and follow all instructions from NIAT/Topnotch upon receipt of the information. NIAT will send the official results of your examination to your individual email.</p>
<b>Instructions from Topnotch</b>	<p><b>REFER TO THE INSTRUCTIONS ON PAGE 6 TO 8 OF THIS DOCUMENT. COMPLY WITH APPLICABLE INSTRUCTIONS UPON ENROLLMENT IN THE CAT REVIEW/EXAM.</b></p> <ul style="list-style-type: none"> <li>• Create an account (first time examinees) / Login to your Schoology account. (previous examinees).</li> <li>• Add course/exam code for the examinees holding area. Take note that the course/exam code IS NOT YET the official exam code for your exam. The official exam code will be sent by NIAT/Topnotch at least one week before exam schedule.</li> <li>• <b>Take the "get-to-know" exam.</b> (exam prepared by Topnotch for familiarization of Schoology LMS/Online Exam)</li> </ul>
<p><b>ALWAYS INCLUDE YOUR NAME when inquiring/texting</b>  <b>For questions or clarifications, contact Topnotch at 0917-8827111</b>  <b>Or PM thru FB to Ralph Michael Licaros</b></p>	

Setting up in Schoology and Sample Test/Exam

Technical Requirements

- PC (Desktop or Laptop)
- Browser (Recommended Browsers: Google Chrome or Firefox)
- Stable Internet Connection
- Email Account



- \*\*Please make sure to prepare for back-up mobile data prior to the exam schedule and to ensure you are able to the exam on the scheduled date and time.
- \*\*Email Account should be the e-mail provided/submitted to Topnotch/NIAT.

**For examinees with NO ACCOUNT YET in Schoology (SUMMARY OF STEPS)**

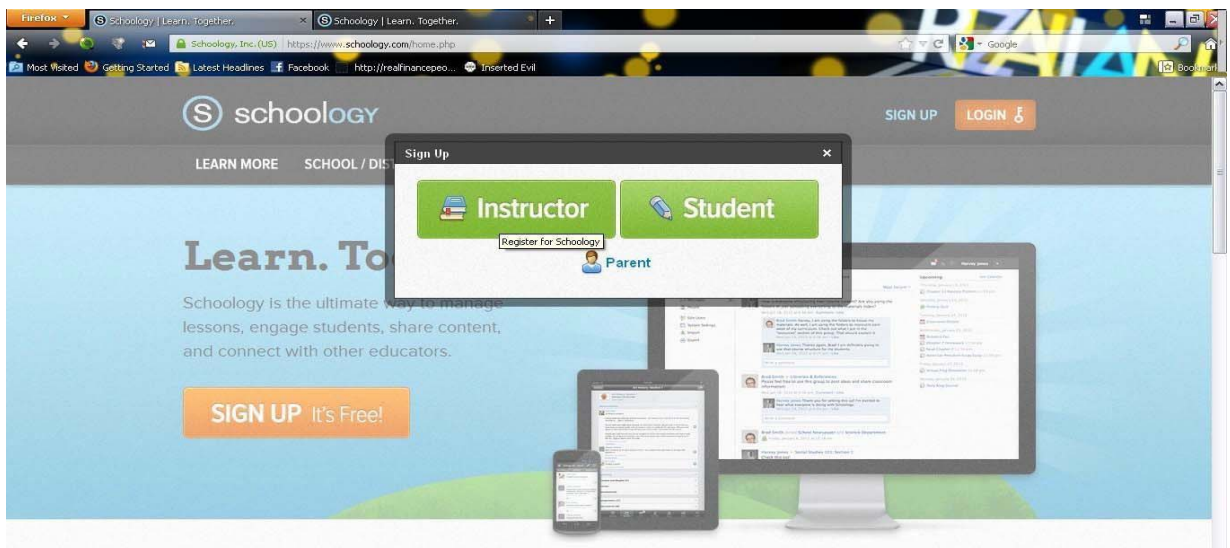
- Create an account, and add course/exam code for the examinees holding area. Take note that the course/exam code IS NOT YET the official exam code for your exam. The official exam code will be sent by NIAT/Topnotch at least one week before exam schedule.
- For those taking multiple levels/exams, only one account is needed. The same account can also be used for taking the other levels of CAT (or for retake).
- **Take the “get-to-know” exam.** (exam prepared by Topnotch for familiarization of Schoology LMS/Online Exam)
- Refer to guide/steps below (page 6 and 7).

**For examinees WITH EXISTING ACCOUNT in Schoology (SUMMARY OF STEPS)**

- Login to your Schoology account, and add course/exam code for the examinees holding area. Take note that the course/exam code IS NOT YET the official exam code for your exam. The official exam code will be sent by NIAT/Topnotch at least one week before exam schedule.
- **Take the “get-to-know” exam.** (exam prepared by Topnotch for familiarization of Schoology LMS/Online Exam)
- Refer to guide/steps on the last page (page 8).

**Steps (For examinees with NO ACCOUNT YET in Schoology)**

1. Go to [www.schoology.com](http://www.schoology.com) then on the upper right corner click on Sign Up and then click on **STUDENT**.



Setting up in Schoology and Sample Test/Exam

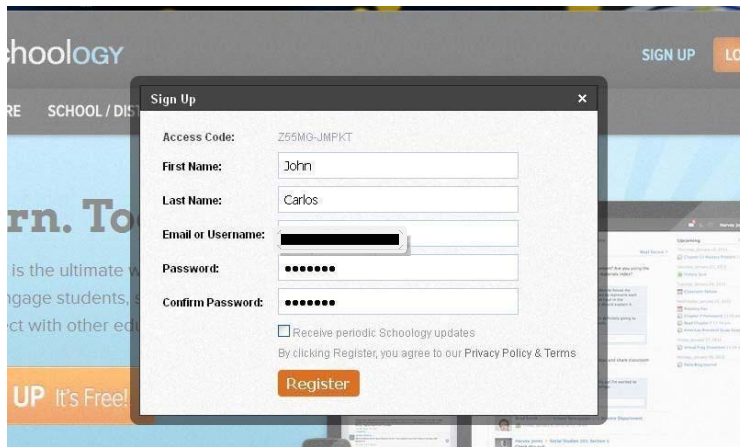
2. Schoology will ask you to enter the course access code. Enter/Type-in the course/exam code below, then click on **CONTINUE**.

**Topnotch CAT Reviewers: 2021-05-May23-exam-holding-area**

**Course Code - 5SJP-DCW2-53Q25**

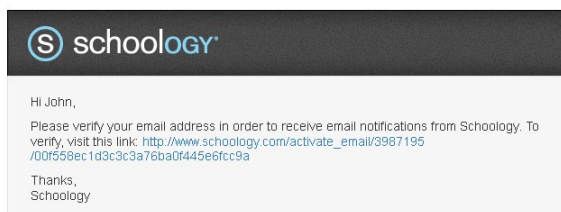
Take note that this course/exam code IS NOT YET the official exam code for your exam. The official exam code will be sent by NIAT/Topnotch at least one week before exam schedule. This course/exam code is a temporary holding area for all examinees to take the “get-to-know” exam. These are prepared by Topnotch for familiarization of Schoology LMS/Online Exam.

Now Sign up together with your FULL NAME, Email address, and your desired Password. Please ensure that all information provided/submitted are complete and correct, including other required data in Schoology.



*Note: For those taking multiple-level exam, create only one account. While signing up, input one of the codes of your exam. Once the account has been setup, you can add the other exams that you will be taking. The same account can be used for retaking of exam or for taking other levels in different schedule.*

3. Go to your email and verify your Schoology account. Click the link provided by Schoology.

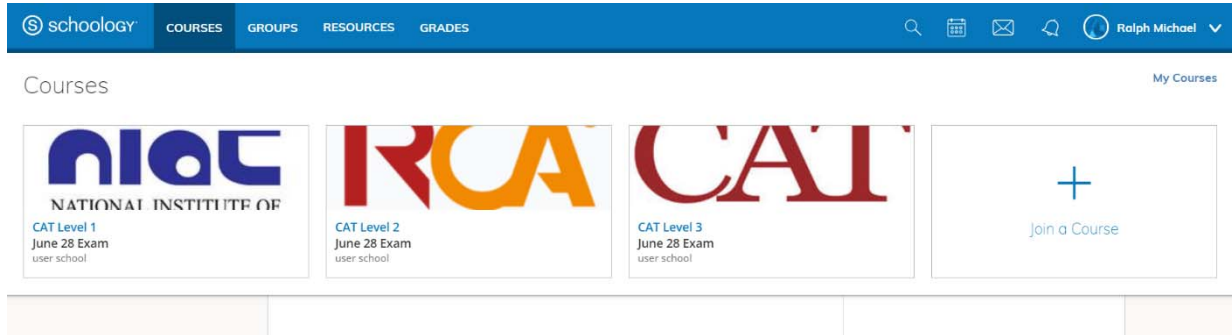


4. Go to your Schoology, then to upper page of Schoology, Click **Courses**, then Click on the course **Topnotch CAT Reviewers: 2021-05-May23-exam-holding-area**.
5. To access the Testing/Sample Exam, **click on “get-to-know test”**. You have only a single chance to take the exam. 3-5 minutes time limit per questions and choose the best the answer.

Setting up in Schoology and Sample Test/Exam

Steps (For examinees WITH EXISTING ACCOUNT in Schoology)

1. Login to your account in [www.schoology.com](http://www.schoology.com). On the upper left area, click on **COURSES**, then click on **JOIN A COURSE**.

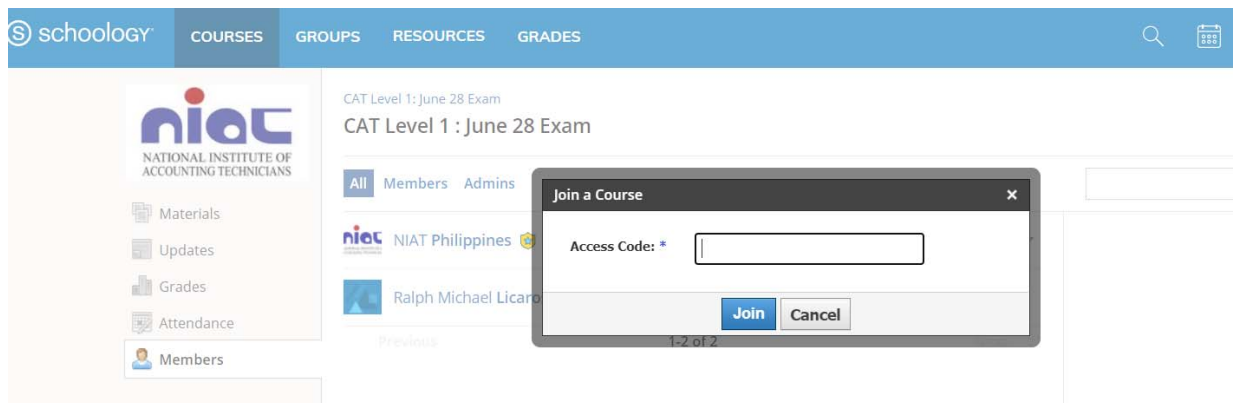


2. Enter/Type-in the course/exam code below of your corresponding exam level, then click on **JOIN**.

**Topnotch CAT Reviewers: 2021-05-May23-exam-holding-area**  
**Course Code - 5SJP-DCW2-53Q25**

Take note that this course/exam code IS NOT YET the official exam code for your exam. The official exam code will be sent by NIAT/Topnotch at least one week before exam schedule. This course/exam code is a temporary holding area for all examinees to take the “get-to-know” exam. These are prepared by Topnotch for familiarization of Schoology LMS/Online Exam.

*Note: For those taking multiple-level exam, just add the exam code of the other exam levels that you will be taking.*



3. Go to your Schoology, then to upper page of Schoology, Click **Courses**, then Click on the course **Topnotch CAT Reviewers: 2021-05-May23-exam-holding-area**.
4. To access the Testing/Sample Exam, **click on “get-to-know test”**. You have only a single chance to take the exam. 3-5 minutes time limit per questions and choose the best the answer.





**!!! Special Rates Applicable for May 2021 sched only !!!**

<b>PROGRAM FEES PER LEVEL/PART</b>	<b>Student rate</b>	<b>Graduate rate</b>	<b>Professional rate</b>
<b>REVIEW AND (REGULAR) EXAM</b>	<del>4,000php</del> <b>3,500php</b>	<del>6,000php</del> <b>5,500php</b>	<del>9,000php</del> <b>8,500php</b>
<b>Forfeited Exam (previously enrolled, but did not take the exam)</b>	<del>4,000php</del> <b>3,500php</b>	<del>6,000php</del> <b>5,500php</b>	<del>9,000php</del> <b>8,500php</b>
<b>Retake Exam with Sit-in Review</b>	<del>2,000php</del> <b>1,500php</b>	<del>3,000php</del> <b>2,500php</b>	<del>3,500php</del> <b>3,000php</b>
<b>Retake Exam only (without Review)</b>	<b>1,000php</b>	<b>1,500php</b>	<b>2,000php</b>

**Student rate** - for undergraduate students and recent graduates within six (6) months after graduation date  
**Graduate rate** - graduates who are more than six (6) months graduate, but less than three years graduate  
**Professional rate** - professionals who are more than three years graduate

**REVIEW AND (REGULAR) EXAM**

Fees are inclusive of review fee, exam fee, and lecture materials. Membership/Certification Fees are paid separately after passing the exams.

For those who would not be attending the review (will be taking the exam only), the same program fees will apply.

**Forfeited Exam**

Forfeited Exam is applicable for those who were enrolled with Topnotch in their previous review and exam schedule, but DID NOT TAKE THE EXAM/ABSENT in their scheduled exam date, and will be enrolling again on the available review and exam schedule of Topnotch.

NOTE: Outstanding balances from previous enrolled schedule should be paid before enrolling. Those who still have outstanding balances from their previous/forfeited schedule will not be allowed to enroll again.

**RETAKE EXAM**

Retake Exam is applicable only for those who previously took the exam in their scheduled review and exam date, but was not able to pass the exam/obtained a grade of "FAILED".

The regular review and exam rates will apply for those who took their review and exam with other accredited providers (not with Topnotch), and obtained a grade of "FAILED" on their exam, and would be enrolling for retake exam on the available exam schedule of Topnotch.

**Retake Exam only (without Review)**

The following fees are applicable for those who will retake their failed exam without attending the review classes again; and have previously taken the review and exam schedules with Topnotch; and will enroll their retake exam on the available exam schedule of Topnotch.

Fees are only for the retake exam. (Review fee and lecture materials are not included in the fees.)

**Retake Exam with Sit-in Review**

The following fees are applicable for those who will retake their failed exam and will be attending the review classes again as a sit-in; and have previously taken the review and exam schedules with Topnotch; and will enroll their retake exam on the available exam schedule of Topnotch.

<b>Contact Details of Topnotch CAT Reviewers</b>	<b>Ralph Michael Licaros, CPA, CAT, RCA, MICB</b> Head, Topnotch CAT Reviewers Accredited Review Provider, NIAT Phils. 0917-8827111 rmlicaros_cat@yahoo.com	<b>Visit us Online</b> <a href="http://www.topnotchcatreviewers.com">www.topnotchcatreviewers.com</a> <a href="https://www.facebook.com/topnotch.catreviewers">www.facebook.com/topnotch.catreviewers</a>
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