



Step by Step Guide and Checklist for the

Online Review Class of Topnotch CAT Reviewers (for Oct 2021-LPUL 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*)

Immediately after enrollment and payment

5. Join the FB group chat setup for reviewees/examinees (*contact head of Topnotch*)
6. 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*)
7. Familiarize with the contents of shared Google Drive folders (online materials). Familiarize with the use of Google Drive/Google Meet.
8. Watch the orientation recorded videos in the shared Google Drive folders.

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

PLEASE READ CAREFULLY AND FOLLOW INSTRUCTIONS. 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):
<p>I have read the guidelines and have understood all the instructions and requirements, and the details of the review and exam.</p> <p>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.</p> <p>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.</p>	<p>Review schedule: _____</p> <p>Exam schedule: _____</p> <p>_____</p> <p>Participant's Signature over Printed Name</p>
ALWAYS INCLUDE YOUR NAME when inquiring/texting For questions or clarifications, contact Topnotch at 0917-8827111	



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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 - 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

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Or PM thru FB to Ralph Michael Licaros



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Processes for Enrollment, Payment, Review and Exam		PLEASE READ CAREFULLY AND FOLLOW INSTRUCTIONS.
Enrollment/Registration 1. Online Registration <ul style="list-style-type: none"> Go to www.topnotchcatreviewers.com Click on the post: "PROTECTED: TOPNOTCH OFFICIAL REGISTRATION DATABASE". The post is password protected. Password is topnotch2021 READ ALL THE INSTRUCTIONS FIRST, then click on the online registration link. READ AND FOLLOW INSTRUCTIONS AND DATA FORMATS. Accomplish and submit the online registration immediately. 		Enrollment for Oct 2021-LPUL review/exam schedule is until October 2.
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 rml.admin@rmlicaros.page (submit immediately after the online reg) subject of email should be: Online – month/year – Last Name First Name [example: Online – Oct 2021 LPUL – Licaros Ralph Michael]		
a) CAT Exam Application Form <ul style="list-style-type: none"> get a copy of the form by downloading from Topnotch website fill-up the electronic form; or print a copy, fill-out, and scan or take a picture using phone take note of the correct file name format when sending [CAEF-LastName-FirstName-MI] [example: CAEF-Licaros-Ralph] 		
b) school ID or school registration - soft copy, or scanned copy, or picture taken using phone		
c) One (1) copy ID Picture any size - soft copy, or scanned copy, or picture taken using phone		
3. Payment of fees – 3,000 php Fees are inclusive of review fee, exam fee, and access to online materials. <ul style="list-style-type: none"> Membership/Certification Fees are paid separately after passing the exams. 		
Payment <ul style="list-style-type: none"> For payments (thru deposit or online transfer) BDO - 00011-0407-237 BPI - 8976-0952-37 GCash - 0917-8827111 Account Name (BDO/BPI/Gcash): Ralph Michael Licaros 	<ul style="list-style-type: none"> Service charge should be shouldered by reviewee (NOT deducted in the payment) Please inform Topnotch at 0917-8827111 or FB chat once payment is done. Send the transfer/deposit details to which account the payment was made (or screenshot). 	
Lecture Materials and Recorded Video Discussions <ul style="list-style-type: none"> 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) Online resources included: manual/lecture materials, supplement materials, recorded video discussions, and other relevant files for the review. Details for the live online discussions are also included in the online resources. 		
Review and Exam		
<u>Exam Format and Schedule</u> <ul style="list-style-type: none"> ONLINE CAT EXAM: 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. Instructions and Guidelines for the online CAT exam are discussed on a separate document. Please prepare for the necessary technical requirements. 	ONLINE CAT EXAM Exam Schedule – October 31, 2021 Sun Time schedule of exams: <ul style="list-style-type: none"> RCA – 9:00 am to 12:00 nn 	
<u>Review Format and Schedule</u> <ul style="list-style-type: none"> The ONLINE REVIEW CLASS will be in the following formats: <ol style="list-style-type: none"> Recorded Video Discussions (available for a period of time) Live Online Discussions (scheduled only on specific times and dates) Both formats (of each level) will be available to all enrolled students of each level. There will be NO face-to-face interactions (both for review and exam). 	Review Schedule (Oct2021-LPUL) for October 31 exam <ol style="list-style-type: none"> Recorded Video Discussions (available from October 1 to October 29) Live Online Discussions (October 10, 17, 24, 2021 Sundays 9am to 12nn/1pm) 	
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**Step by Step Guide and Checklist for the
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Information about the Review

ONLINE REVIEW CLASS FOR OCT 31 EXAM	1. Recorded Video Discussions	2. Live Online Discussions
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"> • Google Drive Website/Google Chrome web browser for desktop or laptop • Google Drive App for tablets/mobile phones 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"> • Google Hangouts Meet via Google Chrome web browser for desktop or laptop • Google Hangouts Meet App for tablets/mobile phones 3. Mobile Data or Internet Connection <i>Refer to previous sections of this guide for the complete details of these requirements</i>
Schedule	Available through Google Drive anytime from October 1 to October 29.	October 10, 17, 24, 2021 Sundays 9am to 12nn/1pm
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.
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Summary of Key Dates (Oct 2021 LPUL)

Sep 05 Sun	to	Oct 09 Sat	registration and payment period
paid/enrolled	to	Oct 29 Fri	access to recorded lecture videos and online materials
paid/enrolled	to	Oct 29 Fri	chat consultations with instructors
Oct 10 Sun	orientation about CAT - 10am to 1130am - via google meet		
Oct 10 Sun	live review sessions - 1pm to 4pm/5pm - via google meet		
Oct 17 Sun	live review sessions - 9am to 12nn/1pm - via google meet		
Oct 24 Sun	live review sessions - 9am to 12nn/1pm - via google meet		
Oct 31 Sun	online exam good for 3 hours - 9am to 12nn - via schoology		



Step by Step Guide and Checklist for the Online Review Class of Topnotch CAT Reviewers **(for Oct 2021-LPUL sched only)**

Information about the Exam

Exam Batch for	October 31 Online Reviewees/Examinees (Oct 202-LPUL)
Exam Schedule	October 31, 2021 Sunday CAT part 2 (RCA) - 9:00am to 12:00nn (3 hours)
Exam Type/Info	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)
Technical Requirements (Per NIAT)	1. PC Desktop or Laptop (as per instructions of NIAT, use desktop or laptop computer is advisable/preferable) 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) 3. Browser (Recommended Browsers: Google Chrome or Firefox) 4. Email Account (should be the e-mail account provided/submitted to Topnotch or NIAT)
Instructions from NIAT	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. 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.
Instructions from Topnotch	REFER TO THE INSTRUCTIONS ON PAGE 6 TO 8 OF THIS DOCUMENT. COMPLY WITH APPLICABLE INSTRUCTIONS UPON ENROLLMENT IN THE CAT REVIEW/EXAM. <ul style="list-style-type: none"> • Create an account (first time examinees) / Login to your Schoology account. (previous examinees). • 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)
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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)

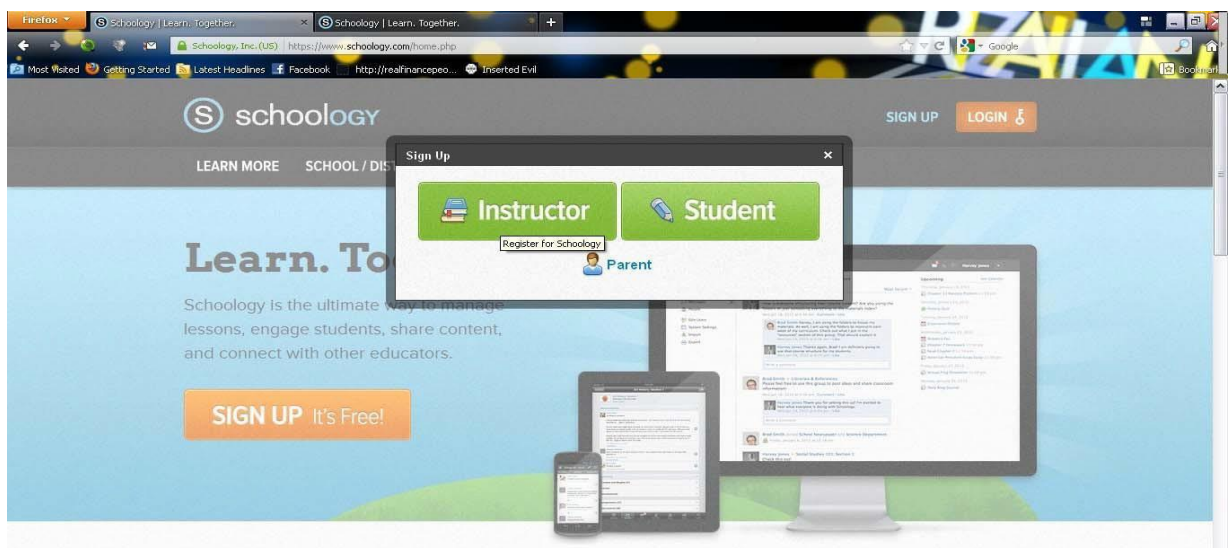
- Create an account, and add course/exam code for the examinees holding area. Take note that the course/exam code IS NOT YET the official exam code for your exam. The official exam code will be sent by NIAT/Topnotch at least one week before exam schedule.
- For those taking multiple levels/exams, only 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 then on the upper right corner click on Sign Up and then click on **STUDENT**.



Setting up in Schoology and Sample Test/Exam

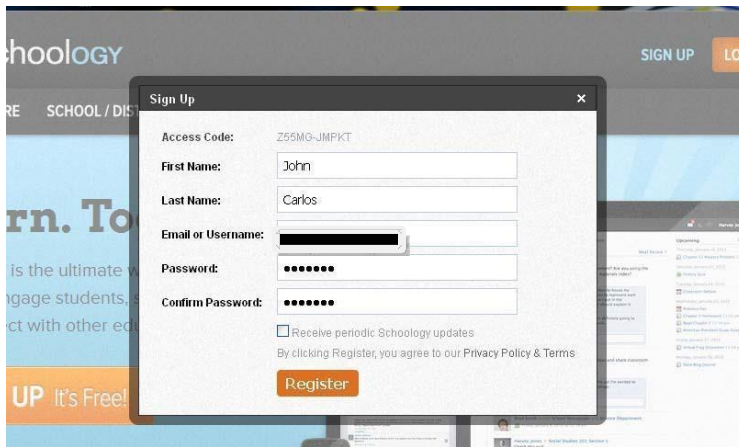
2. Schoology will ask you to enter the course access code. Enter/Type-in the course/exam code below, then click on **CONTINUE**.

Topnotch CAT Reviewers: 2021-10-Oct31-LPUL-exam-holding-area

Course Code - VTZX-XH27-D23PF

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.

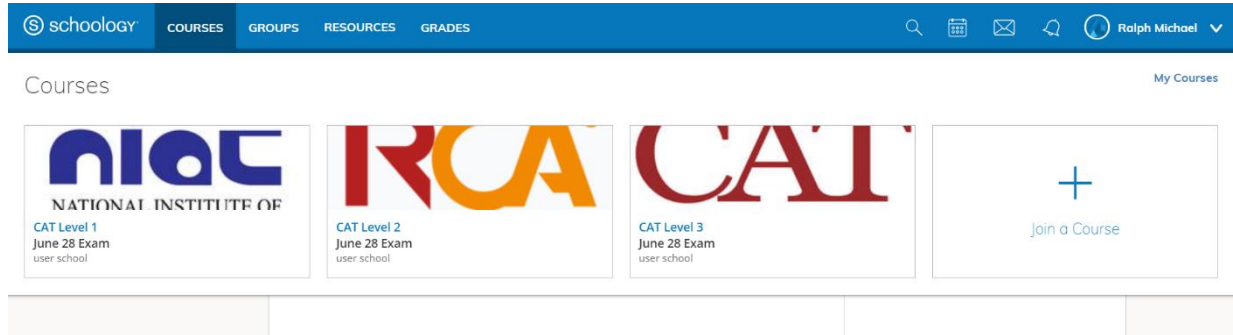


4. Go to your Schoology, then to upper page of Schoology, Click **Courses**, then Click on the course **Topnotch CAT Reviewers: 2021-10-Oct31-LPUL-exam-holding-area**.
5. To access the Testing/Sample Exam, **click on “get-to-know test”**. You have only a single chance to take the exam. 3-5 minutes time 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. On the upper left area, click on **COURSES**, then click on **JOIN A COURSE**.

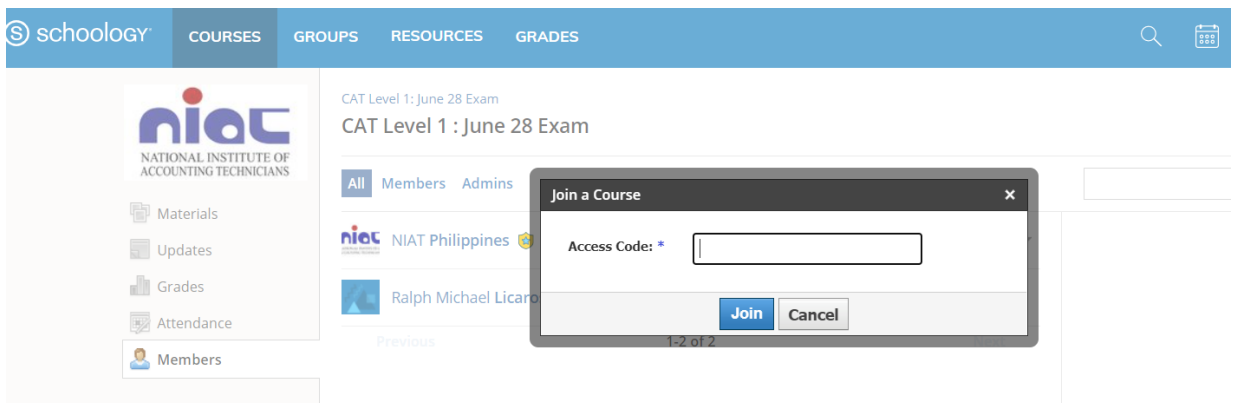


2. Enter/Type-in the course/exam code below of your corresponding exam level, then click on **JOIN**.

Topnotch CAT Reviewers: 2021-10-Oct31-LPUL-exam-holding-area
Course Code - VTZX-XH27-D23PF

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: 2021-10-Oct31-LPUL-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.



Program Fees/Rates for Regular Schedules of Topnotch

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

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.

Contact Details of Topnotch CAT Reviewers	Ralph Michael Licaros, CPA, CAT, RCA, MICB Head, Topnotch CAT Reviewers Accredited Review Provider, NIAT Phils. 0917-8827111 rmlicaros_cat@yahoo.com	Visit us Online www.topnotchcatreviewers.com www.facebook.com/topnotch.catreviewers
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