ADVANCED DATABASE SYSTEM (ADS)

USER REFERENCE GUIDE

IMM Training and Examination Application

This guide provides step-by-step instructions for candidates using the IMM Advanced Database System (ADS) to apply for an IMM Training and Examination course.

The guide covers the application process from account registration and activation through application submission and status notification.

Before You Begin

Please ensure that you have a **valid email address** and the necessary information and supporting documents ready before starting your application.

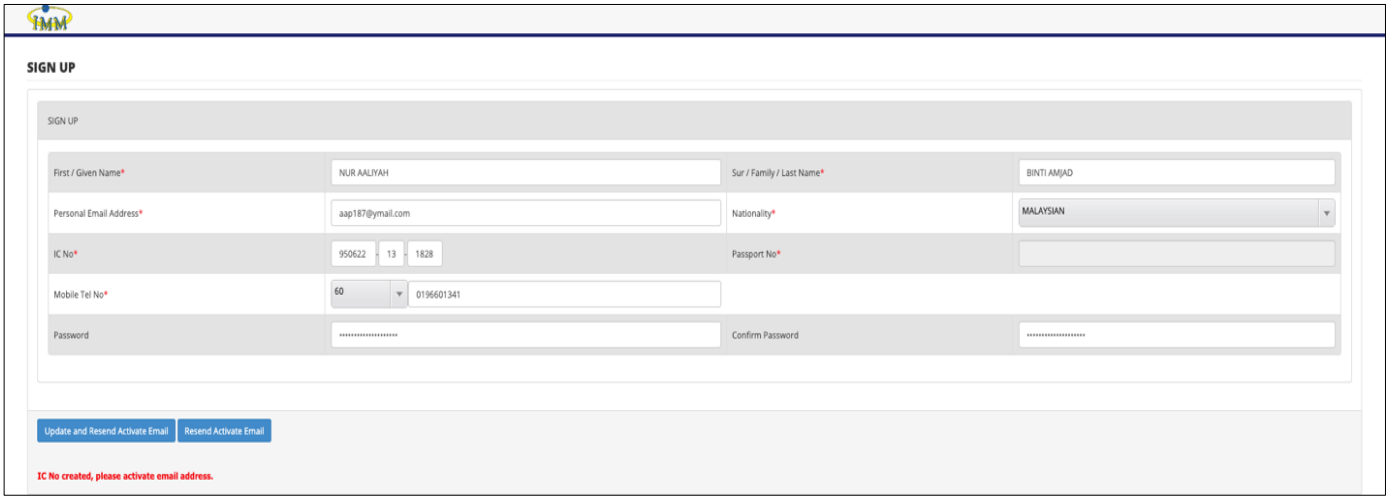
Note: *The screenshots shown in this guide are for reference purposes. The actual system display may vary slightly due to system updates.*

1. Account Registration and Activation

Step 1 – Create a Candidate Account

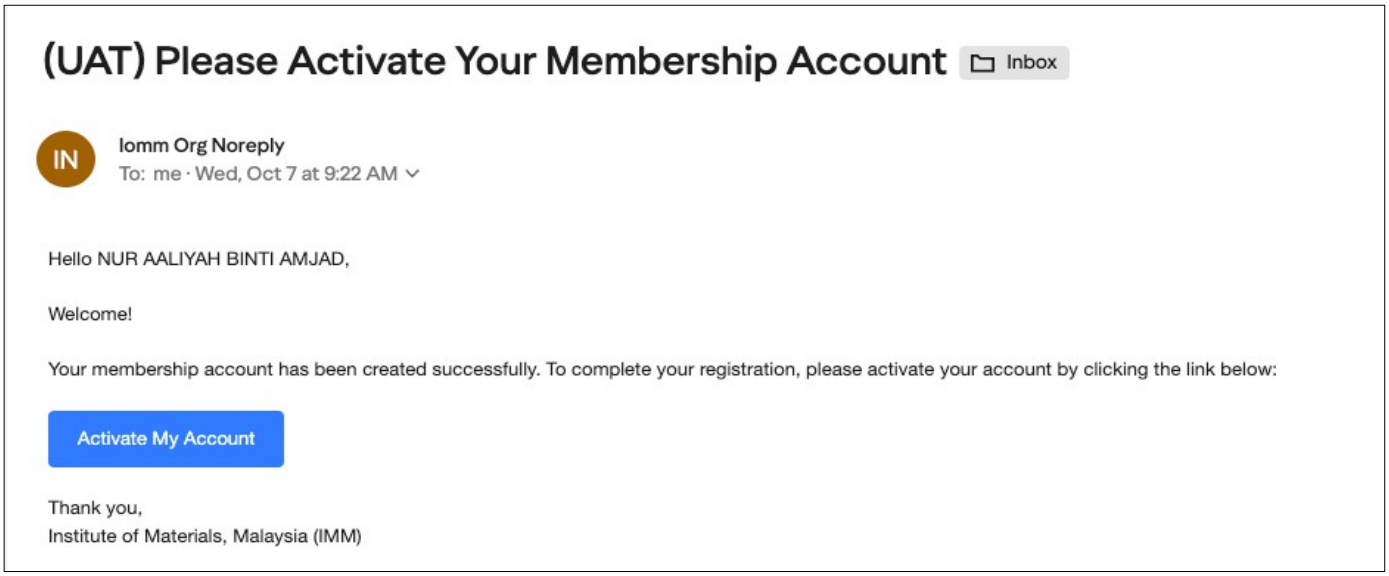
Access the ADS sign-up page (https://immads.com/MembershipSystem/SignUp.aspx) or visit the IMM website (https://immads.com/imm/) and navigate to **Training and Certification Programmes > Registration > IMM Training and Certification Programmes**.

Complete all required information to create your account. Ensure that your email address is entered correctly, as an account activation email will be sent to your registered email address.



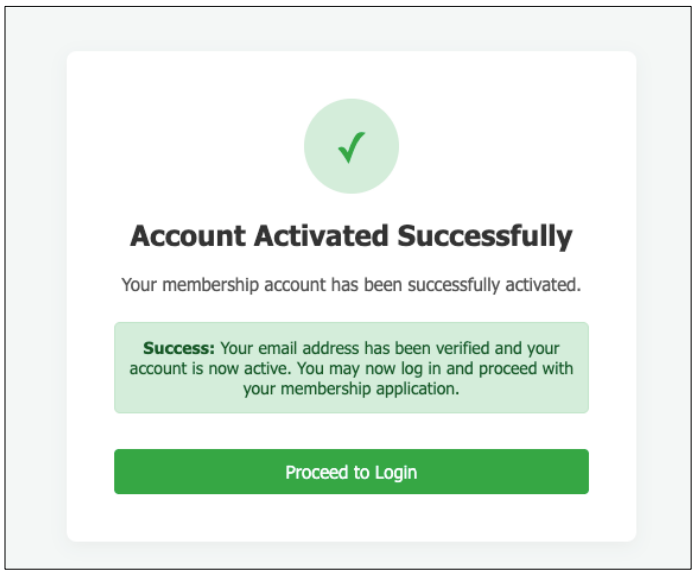
Step 2 – Activate Your Account via Email

Check your registered email inbox for the account activation email. Click “Activate My Account” to verify your email address and activate your ADS account.



Step 3 – Confirm Successful Activation

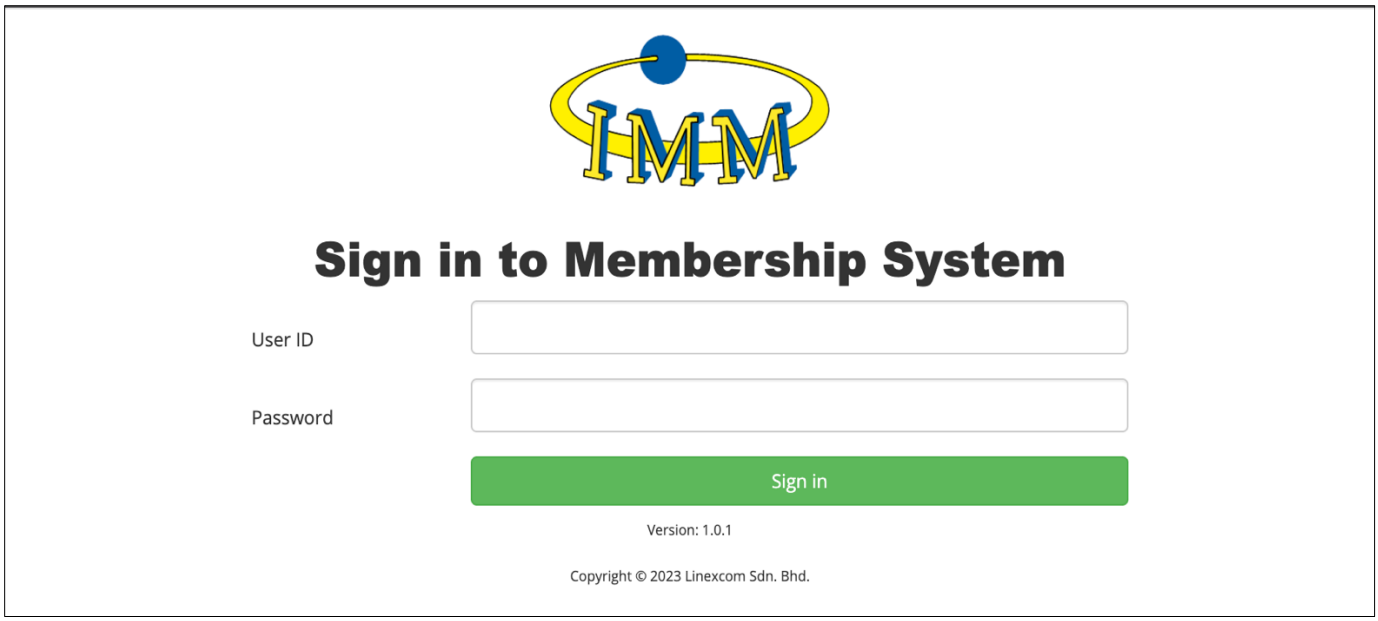
Once your account has been activated successfully, a confirmation message will be displayed. Click “Proceed to Login” to continue.



2. Login and Start Your Application

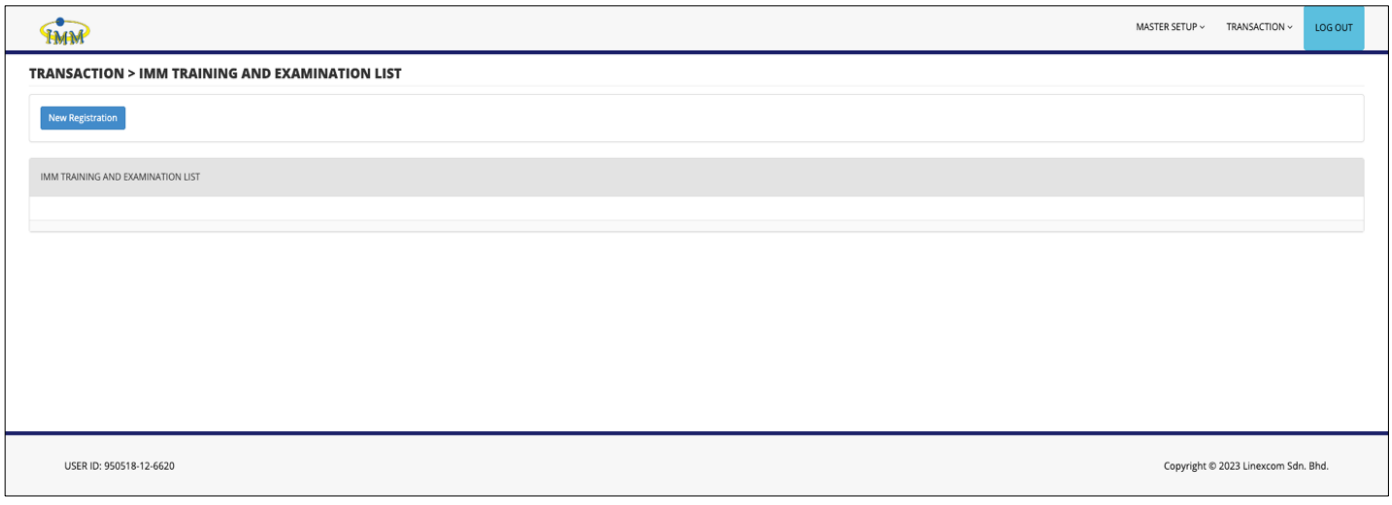
Step 4 – Log In to ADS

Log in (https://immads.com/MembershipSystem/Login.aspx) using your registered IC/Passport No. (without dashes) and password.



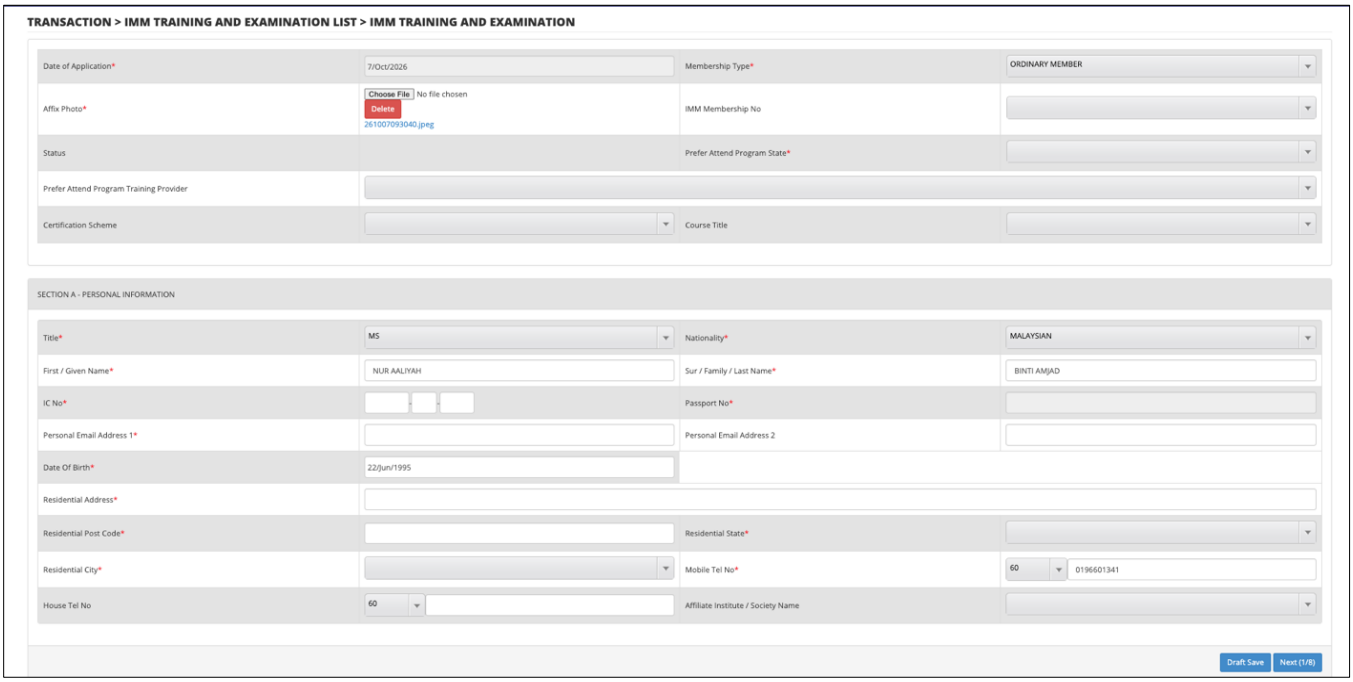
Step 5 – Open IMM Training and Examination

Go to the “IMM Training and Examination” section and click on “New Registration” to start a new application.



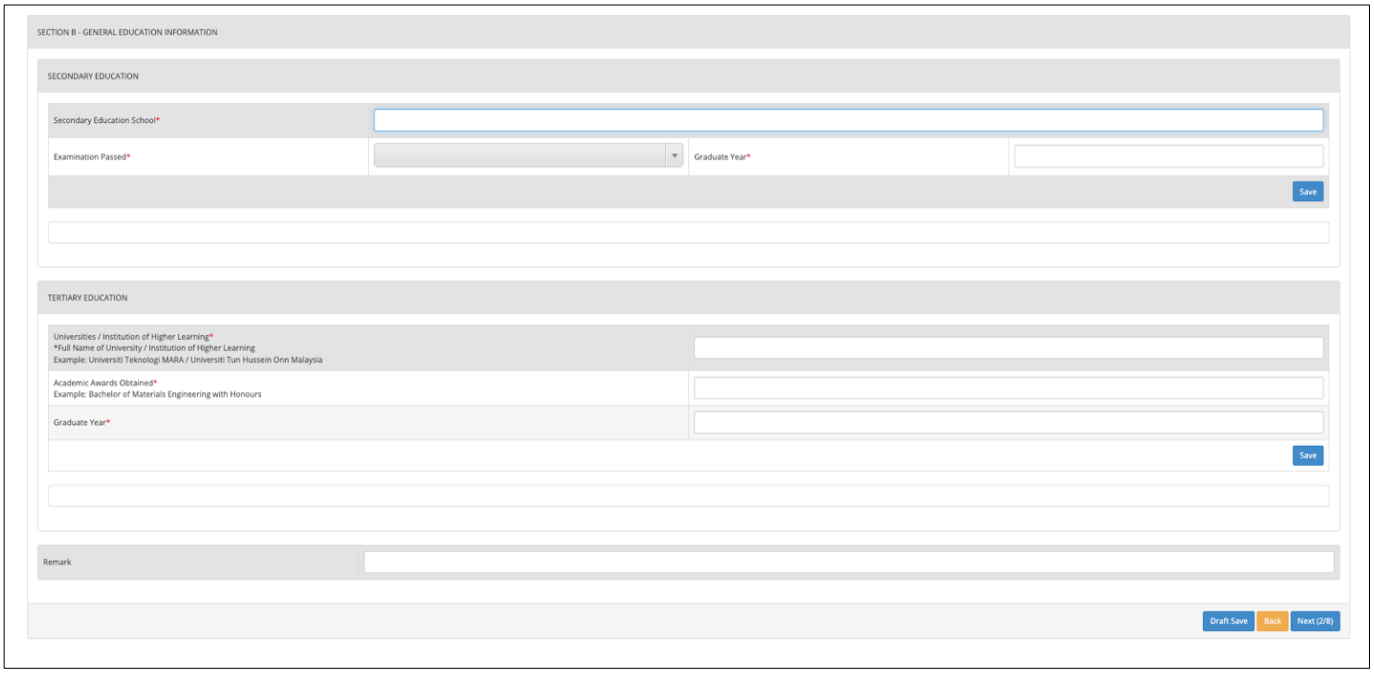
Step 6 – Complete the Application Information

Select the State, Training Provider and Course, then complete the required personal information. Ensure that the information provided is accurate and complete before proceeding.



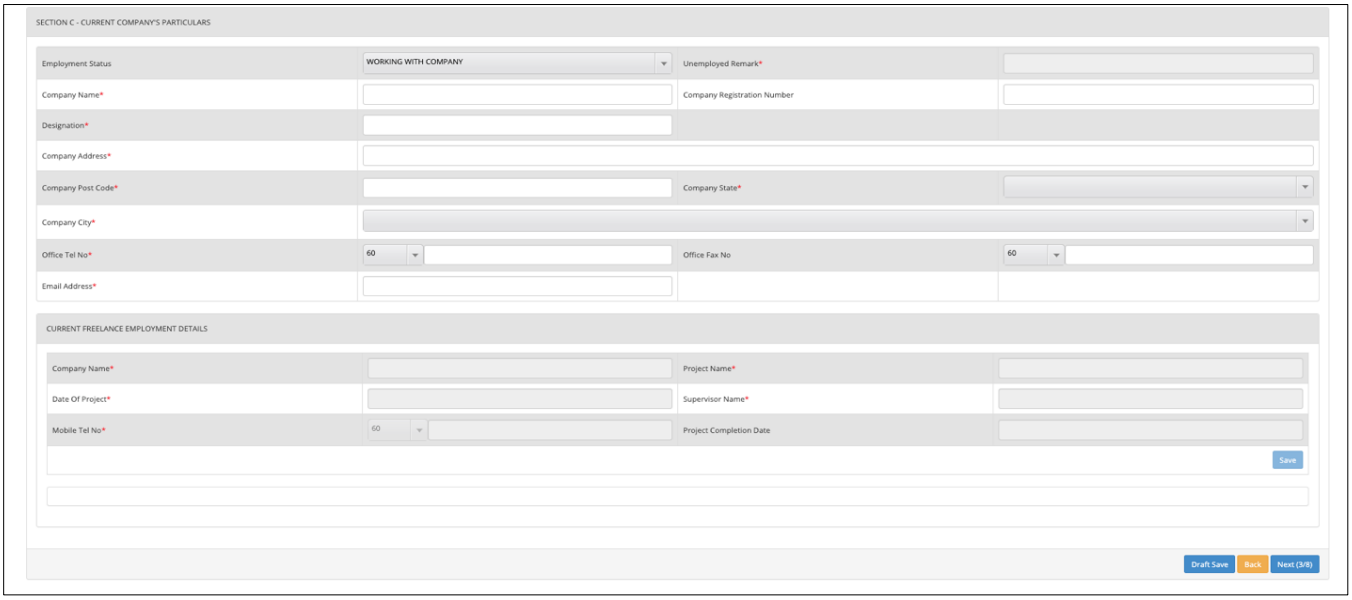
Step 7 – Complete General Education Information

Where applicable, provide your education information in the Secondary and Tertiary Education sections. Ensure that all information provided is accurate and complete.



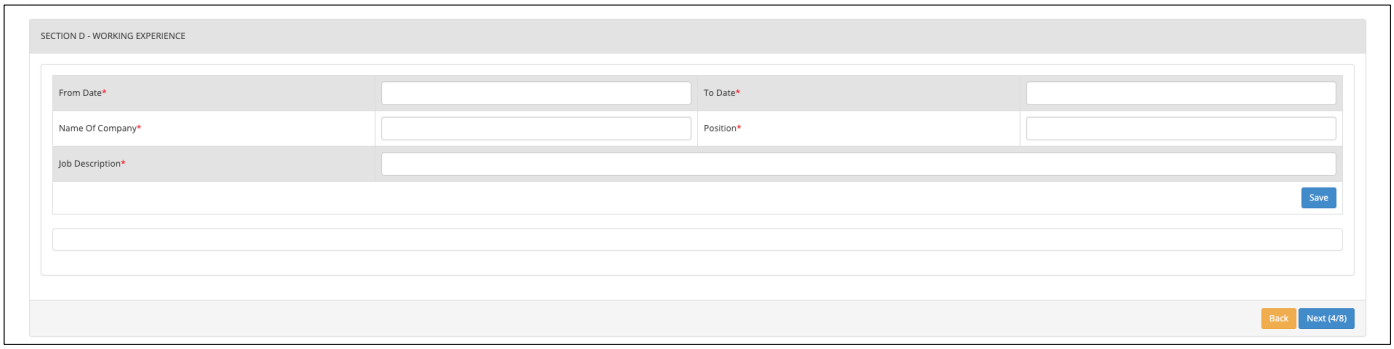
Step 8 – Complete Current Employment Information

Complete the required contact, employment and other relevant information before proceeding.



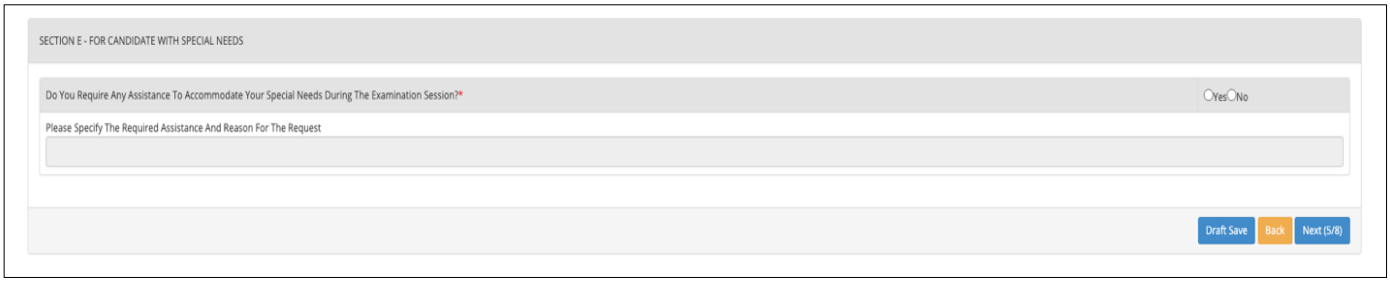
Step 9 – Complete Working Experience Details

Complete the required information under the Working Experience section, including your From Date, To Date, Name of Company, Position, and Job Description.



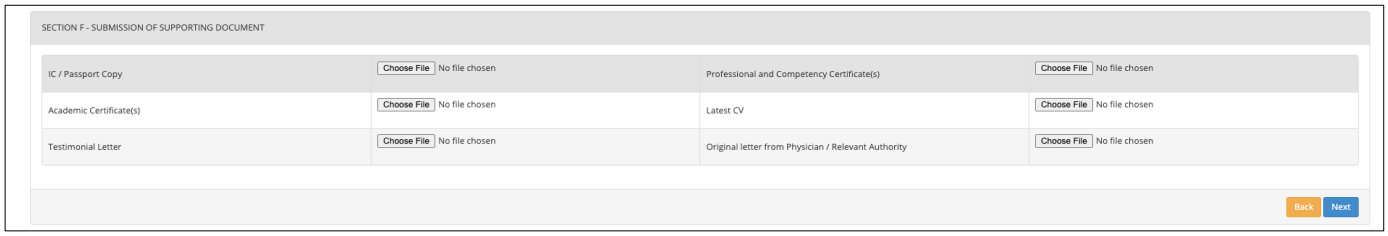
Step 10 – Special Arrangement Requirements

Indicate whether you require any special arrangements during the examination session by selecting “Yes” or “No”. If you select “**Yes”**, provide the necessary details in the space provided.



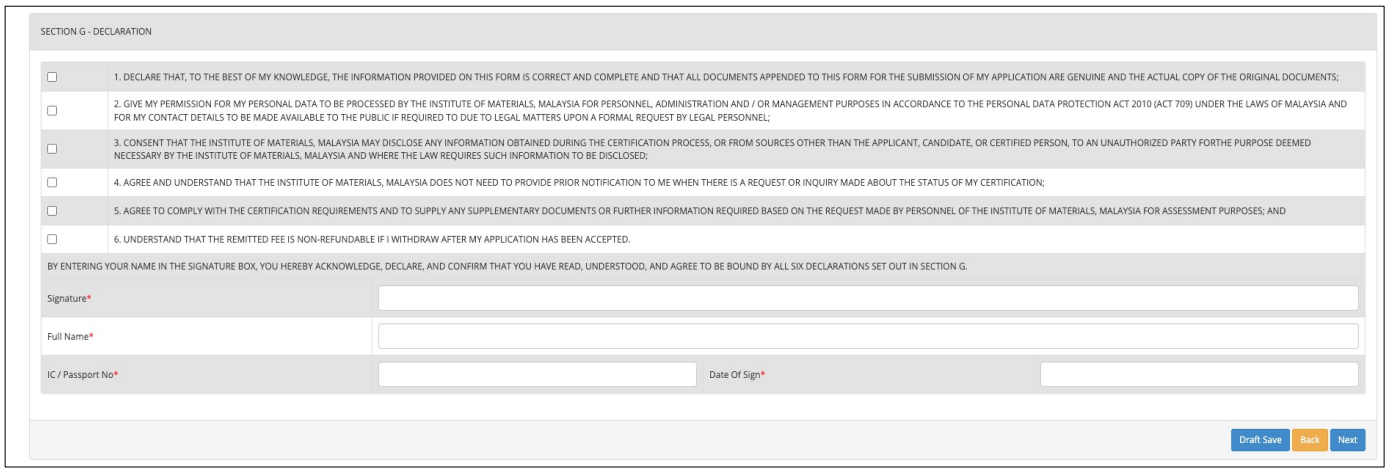
Step 11 – Upload Supporting Documents

Upload all required supporting documents and attachments in the relevant sections. Please ensure that each uploaded file is clear, readable and corresponds to the requested document type.



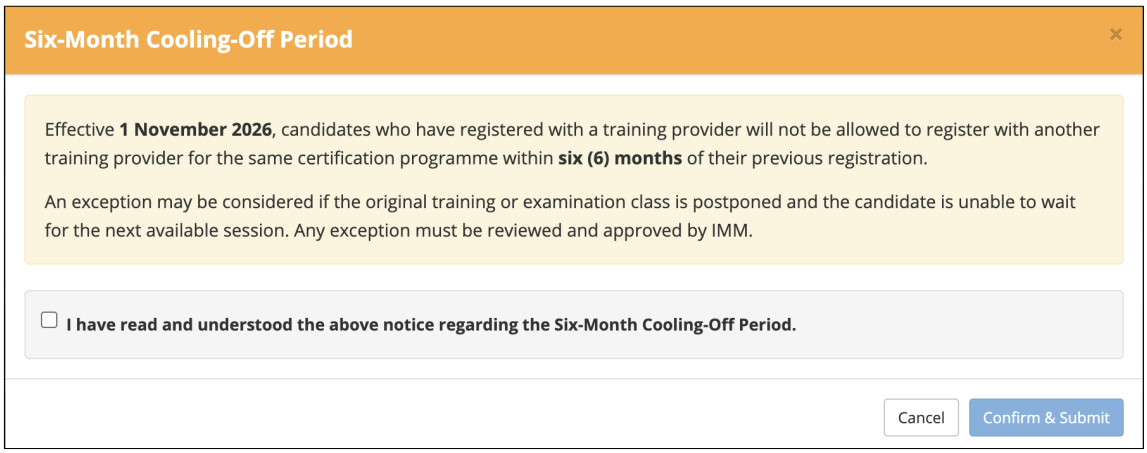
Step 12 – Declaration

Read and confirm all declarations by ticking the relevant checkboxes. Complete the required Signature, Full Name, IC/Passport No. and Date of Sign fields.



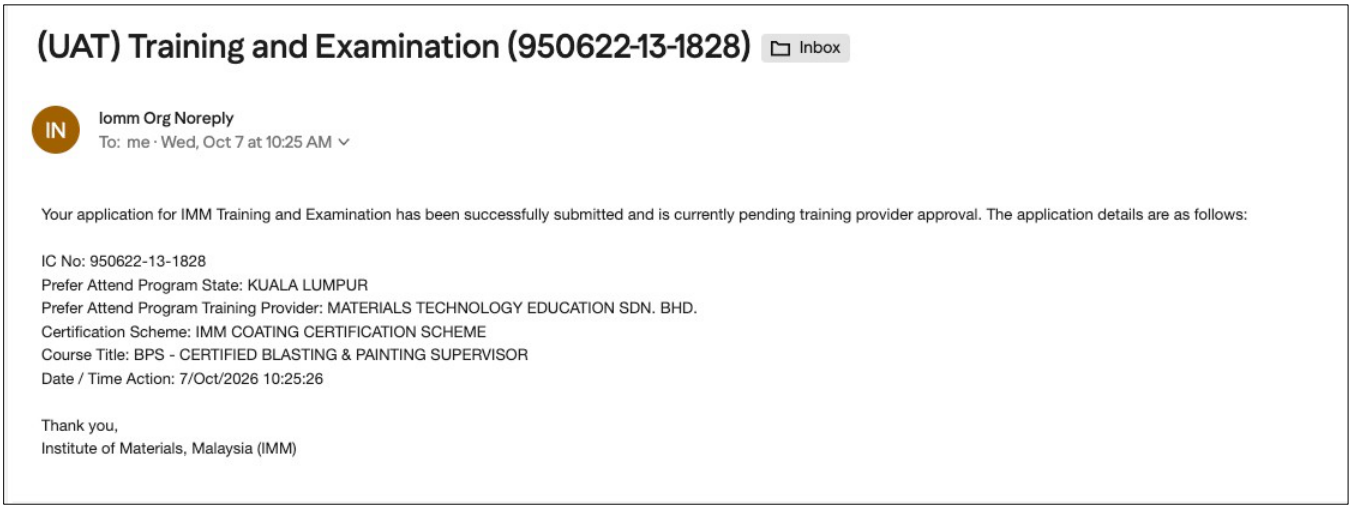
Step 13 – Six-Month Cooling-Off Period and Submit Your Application

Read the notice regarding the **six-month cooling-off period** carefully and tick the checkbox to acknowledge that you have read and understood the notice. Once completed, click “Submit” to submit your application. Your application will then be forwarded to your selected Training Provider for review.



Step 14 – Application Submission Notification

After submission, you will receive an email notification confirming that your application has been submitted and is pending Training Provider approval.



(UAT) Training and Examination (950622-13-1828) Inbox

IN

Iomm Org Noreply
To: me · Wed, Oct 7 at 10:25 AM

Your application for IMM Training and Examination has been successfully submitted and is currently pending training provider approval. The application details are as follows:

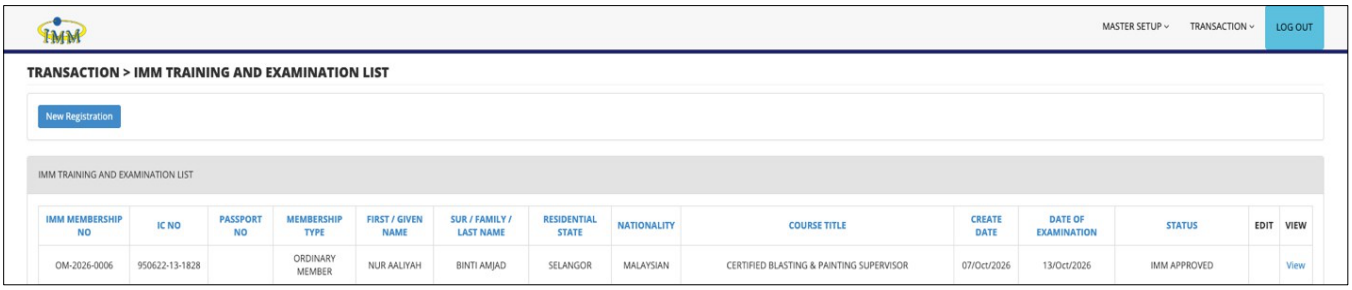
IC No: 950622-13-1828
Prefer Attend Program State: KUALA LUMPUR
Prefer Attend Program Training Provider: MATERIALS TECHNOLOGY EDUCATION SDN. BHD.
Certification Scheme: IMM COATING CERTIFICATION SCHEME
Course Title: BPS - CERTIFIED BLASTING & PAINTING SUPERVISOR
Date / Time Action: 7/Oct/2026 10:25:26

Thank you,
Institute of Materials, Malaysia (IMM)

Step 15 – Approval Notification

After the Training Provider approves your application, it will be forwarded to IMM for review and approval. During this stage, the application status in ADS will be updated to “PENDING IMM APPROVAL”.

You may check the latest status of your application at any time under the “IMM Training and Examination” section in ADS.



MASTER SETUP TRANSACTION LOG OUT

TRANSACTION > IMM TRAINING AND EXAMINATION LIST

New Registration

IMM TRAINING AND EXAMINATION LIST

IMM MEMBERSHIP NO	IC NO	PASSPORT NO	MEMBERSHIP TYPE	FIRST / GIVEN NAME	SUR / FAMILY / LAST NAME	RESIDENTIAL STATE	NATIONALITY	COURSE TITLE	CREATE DATE	DATE OF EXAMINATION	STATUS	EDIT	VIEW
OM-2026-0006	950622-13-1828		ORDINARY MEMBER	NUR AALIYAH	BINTI AMJAD	SELANGOR	MALAYSIAN	CERTIFIED BLASTING & PAINTING SUPERVISOR	07/Oct/2026	13/Oct/2026	IMM APPROVED		View

Once IMM approves your application, you will receive an email notification confirming the approval. Your selected Training Provider will then contact you regarding the training arrangement and payment details. The application status in ADS will be updated to “IMM APPROVED”.

At this stage, no further action is required from you in ADS.

3. Application Amendments, Transfers and Rejections

Step 16 – Application Rejection, Amendment and Transfer Requests

i. If your application is rejected by the Training Provider, it will be returned to you for amendment and resubmission. You will receive a notification together with the relevant reason. You may view the remarks by clicking "View" in ADS or by referring to the email notification sent to your registered email address.

ii. If IMM returns your application as "PENDING", the application will be returned for amendment and resubmission. Both you and the Training Provider will receive a notification via ADS and email, including the relevant remarks. Make the necessary amendment based on the remarks provided and resubmit your application. The review process will then resume.

iii. If your original training or examination session is cancelled or postponed, and you are unable to wait for the rescheduled date, you may request a transfer to another Training Provider through your existing application under the "IMM Training and Examination" section in ADS.

The transfer request is subject to review and approval by IMM. Once approved, the system will automatically update your application to reflect the newly selected Training Provider. The new Training Provider will then contact you regarding class arrangements and payment details.

iv. If your application is **rejected by IMM**, the application will be closed and cannot be edited or reused. You will need to submit a new application if you wish to proceed. Your selected Training Provider will advise you accordingly if this occurs.

Step 17 – Resubmit Your Application

If your application is returned for amendment by the Training Provider or IMM, click "Edit" to make the necessary corrections or upload any missing supporting documents based on the remarks provided. Once the amendments are completed, resubmit your application.

- Returned by Training Provider: The resubmitted application will be forwarded to the Training Provider for review and approval again.
- Returned by IMM as "PENDING": The resubmitted application will resume the relevant approval process for further review.

Note: If your application is rejected by IMM, it will be permanently closed and cannot be amended or resubmitted. You must submit a new application if you wish to proceed.

4. Important Notes

- Ensure that the email address and contact information provided during registration are active and correct.
- Check all personal, course and Training Provider details carefully before submitting your application.
- Upload clear and readable supporting documents in the correct sections.

- Check your registered email and ADS account regularly for application status updates and notifications.
- If your application is returned by the Training Provider for amendment, review the remarks provided and make the necessary amendment before resubmitting.
- If your application is rejected and closed by IMM, you must submit a new application if you wish to proceed.
- For training or course-related enquiries, please contact your selected Training Provider.

5. Further Assistance

This guide is intended as a general reference for candidates using the ADS IMM Training and Examination module. Please follow the latest instructions displayed in ADS and any additional guidance issued by IMM or your selected Training Provider.