



འབྲུག་བཟང་ལཱ་ཚོགས་སྒྲེ
TOURISM COUNCIL OF BHUTAN



Checklist: Applying for tour guide license

	Description	✓
1	<p>Requirement</p> <ol style="list-style-type: none">Class twelve or equivalent (Submit mark sheets & school leaving certificate)Minimum 18 years of ageValid Bhutanese citizenship identity cardValid security clearance certificateValid medical certificateShould not be employed in government agencies	
2	<p>Registration for guide course Register with the following training institutes:</p> <ol style="list-style-type: none">Bhutan International School for Hospitality and Tourism (BISHT), Taba, ThimphuInstitute of Management Studies (IMS), Olakha, ThimphuInstitute of Professional Studies (IPS), Opposite to Bhutan Post, ThimphuBhutan Institute of Information Technologies and Management, Paro Town <p>Contact</p> <p><i>i. Bhutan International School for Hospitality and Tourism (BISHT), Taba, Thimphu</i></p> <p>Tel: Ms. Kalpana [17991728] [17162832] [17545301] Email: tababisht@gmail.com Web: www.bisht.bt</p> <p><i>ii. Institute of Management Studies (IMS), Olakha, Thimphu</i></p> <p>Tel: Mr. Sangay Phurba, 77248055 Email: sangayphurba66@gmail.com Web: www.ims.edu.bt</p> <p><i>iii. Institute of Professional Studies (IPS), Opposite to Bhutan Post, Thimphu</i></p> <p>Tel: Mr. kado, 17737858/ 77205558 Email: bhutaninstitute@gmail.com Web: www.bhutaninstitute.bt</p> <p><i>iv. Bhutan Institute of Information Technologies and Management, Paro Town</i></p> <p>Tel: Mr. Gyelpo Tshering, 17604834/ 08-272922/ 17522511 Email: gyelpo8@gmail.com Web: www.biitmparo.com</p> <p>Respective Institute will shortlist candidates and interview dates will be announced according to their training plan. Interview will be conducted with a representative from the following agencies:</p>	



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	<ul style="list-style-type: none">i. Tourism Council of Bhutanii. Department of Occupational Standardsiii. Guide Association of Bhutaniv. From the respective Institute	
3	<p>Short list candidates & guide training</p> <p>After the selection interview candidates will be short-listed and the Institute will inform the candidates to start guide training course. The training period will be 45 days.</p>	
4	<p>National Assessment</p> <p>Once the training is completed, officials from the Department of Occupational Standards will conduct the national assessment together with trained assessors from the Tourism Council of Bhutan and Guide Association of Bhutan. And NC II certificates will be issued to those who score more than 60% in the national assessment. National Competency Standard Certificate (NC II) certificates will be issued to those who score more than 60% in the national assessment.</p>	
5	<p>Guide License</p> <p>A guide license will be issued to those who score more than 60% in national assessment. The successful candidates will report to TCB to process for guide license with the following documents:</p> <ul style="list-style-type: none">i. Copy of the National Competency Standard Certificate (NC II). Please bring original copy for verification.ii. Copy of valid Security Clearance Certificateiii. Copy of valid Citizenship Identity Cardiv. Copies of dully filled forms (2) downloaded from TCB's website www.tourism.gov.bt. It is under "Download" section. The forms are:<ul style="list-style-type: none">a. Copy of signed undertakingb. New guide registration form.v. One passport photographs with blue backgroundvi. One legal stampvii. Ngultrum 500 (Includes printing)	
6	<p>Overall contact person from the Tourism Council of Bhutan</p> <p><i>I. Tourism Council of Bhutan</i></p> <p>Mr. Wangda Rinzin Tel: 2323251/2 (Extn) Email: wangda@tourism.gov.bt</p>	



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	<p>II. Department of Occupational Standards, Ministry of Labour and Human Resources.</p> <p>Ms. Yeshey Khandu Tel: 333867 Email: ykhandu@molhr.gov.bt</p>	
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