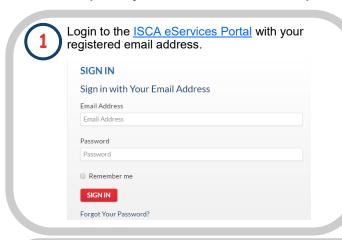
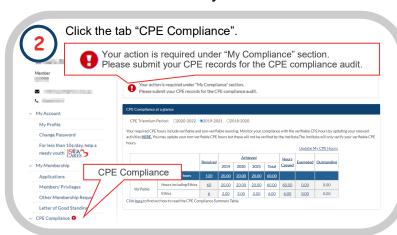


## **CPE Compliance Check: Guide to Submitting Your CPE Records Online**

The Institute conducts an annual CPE compliance check based on random selection and members will be notified of the selection via email and post. If you are selected for the audit, please follow the instructions below to submit your CPE records online.





Check the Audit Period and Status under section "Submit Your CPE Records for Audit" and click on the "Submit" button to access the CPE Record form.

If you are selected for the annual CPE compliance audit, please submit your CPE records along with the relevant evidence of participation for the verifiable CPE activities below.

ID	Audit Period	Status	ISCA Remarks	Action
AD-00005934	2019 - 2021	Submission required		Submit

For ISCA courses attended, your CPE records will be automatically updated in the "Summary of CPE Hours". For external courses attended, please click on the link below to add CPE records.



## New members admitted in 2019 or 2020

Your CPE requirements will commence from the next calendar year

(i.e. for members who were admitted in 2019, your CPE requirements will commence in 2020, for purposes of audit).

For details of the CPE requirements applicable to you, please see <u>here</u>.

To add/edit CPE Records, please click here.

The link will re-direct you to "My CPE Records" page. Click on the entries with the button to add a new entry. Edit your CPE records entries with the button and upload supporting documents for your verifiable CPE activities using the button.



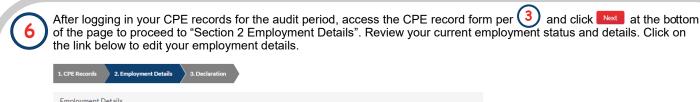
Revised on 14 October 2022

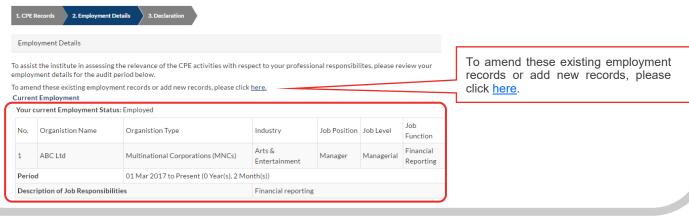




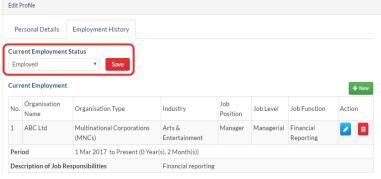




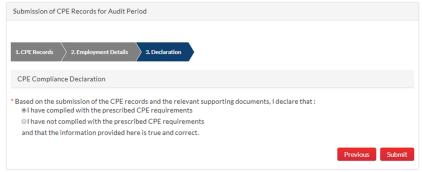




The link will re-direct you to "My Profile - Employment History" page. Click on the button to add a new employment record. Edit your current records with the button.



After reviewing your employment details, access the CPE record form per and click at the bottom of the page to proceed to "Section 3 Declaration". Complete the declaration and click submit to complete your submission.



The relevant officer-in-charge will review your submission and will contact you if any clarification is required. After the audit is completed, you will be notified of the audit outcome.

