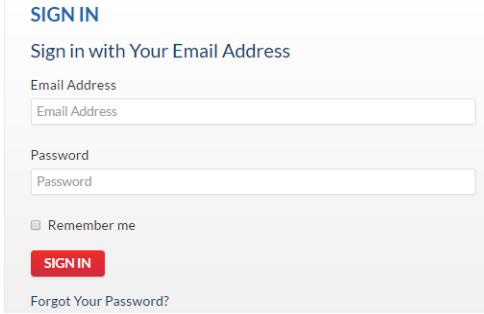


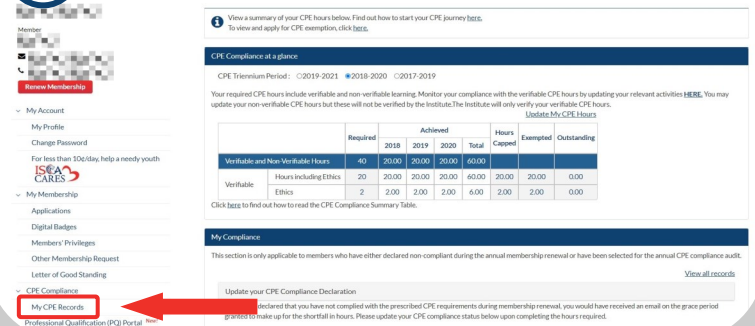
# Guide to Submitting Your CPE Records Online

The Institute conducts an annual CPE compliance check based on random selection and members will be notified of the selection via email and post. You are encouraged to keep records and supporting documents of your CPE activities as you will need to furnish the records in the event that you are selected for the CPE audit. Please follow the instructions below to submit your CPE records online.

**1** Login to the [ISCA eServices Portal](#) with your registered email address.



**2** Click the tab "My CPE Records" on the left side of the dashboard.



Required		Achieved			Hours Capped	Exempted	Outstanding
2018	2019	2020	2021	Total			
40	20.00	20.00	20.00	60.00	20.00	20.00	0.00
Verifiable and Non-Verifiable Hours							
Verifiable	20	20.00	20.00	20.00	60.00	20.00	0.00
Ethics	2	2.00	2.00	2.00	6.00	2.00	0.00

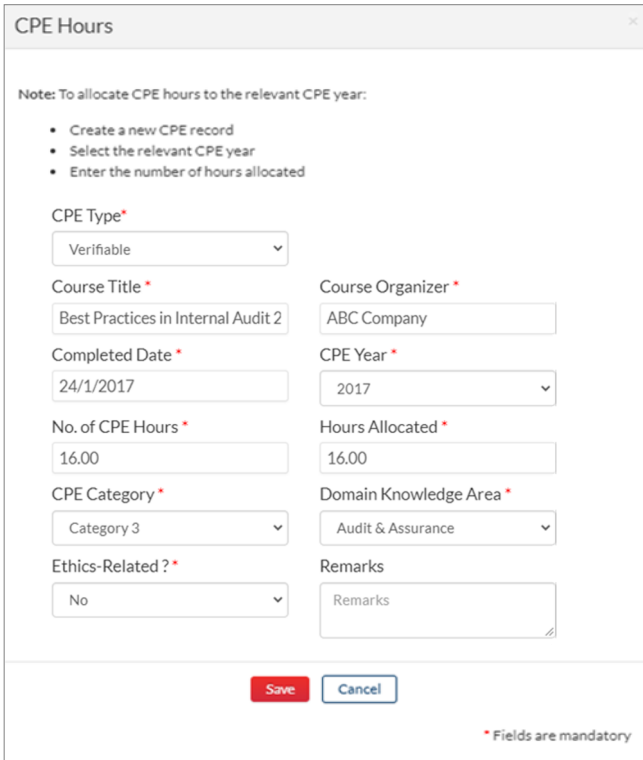
**3** At "My CPE Records" page, click the **+New** button to add a new entry. Edit your CPE records entries with the  button and **upload supporting documents for your verifiable CPE activities using the  button.**



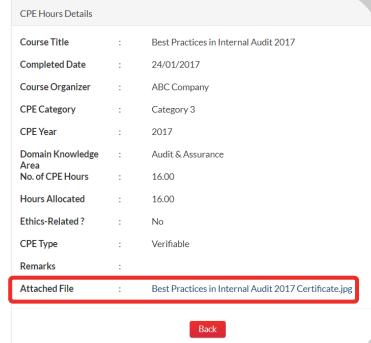
No.	Course Title	Completed Date	CPE Year	Hours Allocated	CPE Category	CPE Type	Action
1	Best Practices in Internal Audit 2017	24/1/2017	2017	16.00	Category 3	Verifiable	  

For details of the CPE requirements applicable to you, please see [here](#).

**4** Fill in the required fields.



**5** Click the course title (see step 3) to view successfully attached supporting document.



CPE Hours Details

- Course Title : Best Practices in Internal Audit 2017
- Completed Date : 24/01/2017
- Course Organizer : ABC Company
- CPE Category : Category 3
- CPE Year : 2017
- Domain Knowledge Area : Audit & Assurance
- No. of CPE Hours : 16.00
- Hours Allocated : 16.00
- Ethics-Related? : No
- CPE Type : Verifiable
- Remarks :
- Attached File : Best Practices in Internal Audit 2017 Certificate.jpg

**6** Click the tab "CPE Compliance" on the left side of the dashboard to view your outstanding CPE hours (if any).



Required		Achieved			Hours Capped	Exempted	Outstanding
2018	2019	2020	2021	Total			
40	20.00	20.00	20.00	60.00	20.00	20.00	0.00
Verifiable and Non-Verifiable Hours							
Verifiable	20	20.00	20.00	20.00	60.00	20.00	0.00
Ethics	2	2.00	2.00	2.00	6.00	2.00	0.00