

# PQ User Guide: Module Exemption

Updated as of August 2023

**Global Mindset, Asian Insights** 

www.isca.org.sg

## **Apply for Module Exemption**

If you have completed the required module(s) of <u>an accredited Institution of Higher</u> <u>Learning (IHL)</u> or training course(s) of an organisation under MOU with ISCA, you can request exemption for selected modules.

Please follow the below steps to get a module exemption:

- 1. Submit exemption request when filling the online application form.
- 2. After your application has been submitted and approved, make payment for the module exemption fee.



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### **Submit Exemption Request**

• In the exemption section of the online application form, please select "Yes" to indicate that you wish to apply for module exemption.

A	Apply for Exemption					
	Personal Information	$\rangle$	<ul> <li>✓</li> </ul>	Exemption	Summary	Preferences & Declaration
PI	lease select:					
C	) Yes					
	No					
						Next



#### **Submit Exemption Request**

• Follow the instruction and continue with the application.

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kemption									
Select Qualifica	~	$\rightarrow$ $\sim$	· · · <b>&gt;</b>	~		Exemption	on Summary	Preferences &	Payment
	(0) 0) politing a	in exemption i	ee or 5\$825	(subject to G	ST) per module after	your application of	the FFA Qualification has	been approved.	
	( <i>b) b b b b b b b b b b</i>	in exemption i	ee of 5\$825	(subject to G	ST) per module after v	your application of	the FFA Qualification has	been approved.	
you have already upload gree certificate and tran	ed the relevan	t documents (	ee of 53825 degree certif	(subject to G īcate, transcr	ST) per module after ipts and / or training	your application of course certificates)	the FFA Qualification has in the previous steps, ple	been approved. ase click 'Next'. Otherwis	e, please upload
you have already upload gree certificate and tran List of Documents	ed the relevan	it documents (	degree certif	(subject to G	ST) per module after ipts and / or training	your application of	the FFA Qualification has in the previous steps, ple.	been approved. ase click 'Next'. Otherwis	se, please upload
you have already upload agree certificate and tran List of Documents u may only upload JPEG, PNG, B	ed the relevan Iscripts here.	t documents (	ee of 5\$825 degree certif e your file is in th	(subject to G	ST) per module after ipts and / or training (Upload: 25MB.	your application of	the FFA Qualification has	been approved. ase click 'Next'. Otherwis	se, please upload



### **Payment of Module Exemption Fee**

- After application has been approved, you will need to make payment of Module Exemption Fee
- Go to "My Qualification" tab -> Click on the qualification name -> reach the Qualification page

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• Go to 'Module Enrolment Management' section, modules which are applicable for exemption will be shown as "Exemption Available".

1odule Enrolment Management(4)						
My Module Name v	Module Sequence $\lor$	Total CPE Hours	Module Status $\lor$	CPE Hours Gained $\lor$		
Forensic Accounting and In	0	20.00	Exemption Available	0.00		
Digital Forensics	0	23.00	Available	0.00		
Financial Crime	0	13.00	Available	0.00		
Professional Requirements	0	3.50	Available	0.00		



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#### **Payment of Module Exemption Fee**

• To make payment for module exemption fee please click the dropdown arrow at the top right corner and select module exemption fee.

*	My Qualification ISCA Financial Forensic Accounting Qualification	Enrol Module	Generate Certificate	Generate Transcript	<b>~</b>
					Module Exemption Fee
In	structions:				
•	To enrol for new modules, please click 'Enrol Module'.				
•	To re-sit for an assessment, please click the module name in 'Module Enrolment Management' and click 'Re-sit Assessment' button.				
•	To apply for exemption (if applicable) please click the dropdown arrow at the top right corner.				
	Candidates who have foiled a module have an ention to reliait an assessment (whore applicable) QD enrol for the module				

• Select the module and complete the payment.

Module Exemption Enrollment						
			Module Selection			
ind Record						
Q						
Name	~	Fee	~	Status	~	
• Forensic Accounting and Investigation		825		Exemption Available		







#### The End

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