# E-Portal Quick Guide –

# Application for Assessment of Structured Type 1 Qualified CPD Activities and
# Type 1 Qualified E-learning Activities
# for Licensed Insurance Intermediaries

# Table of Contents

# 1. Login to the e-Portal account

Step 1: Please go to https://eportal.hkcaavq.edu.hk/

Step 2: Click  LOGIN FOR EXISTING ACCOUNTS

**Step 2: After reading the Disclaimer, click** I Agree

## Disclaimer

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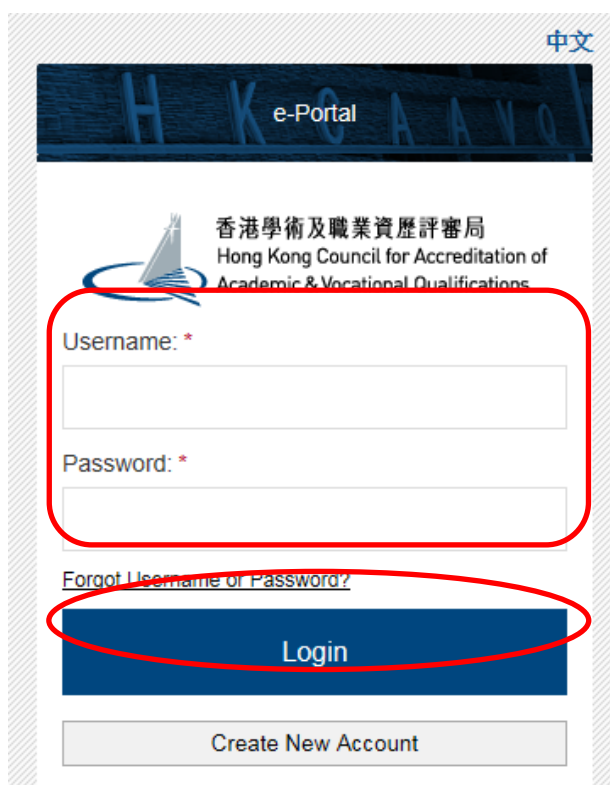
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I Agree

**Step 3: Enter the Username and Password, clik** Login

中文

e-Portal

香港學術及職業資歷評審局
Hong Kong Council for Accreditation of
Academic & Vocational Qualifications

Username: *

Password: *

Forgot Username or Password?

Login

Create New Account

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# 2. Create New Application

Step 1: Click **Create New Application**



Step 2: Click the pull down button, select "Assessment of CPD Activity", then click **Next**



Step 3: After reading the Guidelines, please click **Next**

Guidelines for The Continuing Professional Development Programme for Insurance Intermediaries (for assessment, re-assessment and change application)

1. This online application is applicable for CPD Activity Provider who wishes to offer both Structured Type 1 Qualified CPD Activities and Type 1 Qualified E-learning Activities for Licensed Insurance Intermediaries.

2. For Structured Type 1 Qualified CPD Activities, please read the Guidance Notes on Assessment of Structured Type 1 Qualified CPD Activities for Licensed Insurance Intermediaries available at www.hkcaavq.edu.hk before you fill in the online application form.

3. For Type 1 Qualified E-learning Activities for Licensed Insurance Intermediaries, please read the Guidance Notes on Assessment of Type 1 Qualified E-learning Activities for Licensed Insurance Intermediaries available at www.hkcaavq.edu.hk before you fill in the online application form.

4. Please fill in the required information and upload the supporting documents with completed document checklist when submitting the online application for CPD Services. The checklist of required documents can be found in the online application form.

5. Please settle the assessment fee in accordance with the Fee Schedule. Payment methods are as follows:-

   a. Bank deposit: please direct deposit the required assessment fee to Industrial and Commercial Bank of China (Asia) Limited a/c No. 072-861-502020073 (Hong Kong Council for Accreditation of Academic and Vocational Qualifications). Please upload the proof of payment with the online application form.
   b. By cheque: please send the cheque with the printout (after submitting the form) from the online application and made payable to "Hong Kong Council for Accreditation of Academic and Vocational Qualifications" by post.

6. A receipt will be issued to you once HKCAAVQ confirms receipt of the fee payment.

7. Please note that **an application will not be processed if no payment and/or insufficient documents are received by HKCAAVQ.**

8. You may edit the online application form in "My Application" of this e-portal if you wish. Once you press "submit", you cannot edit the information and the status of this application will show as "Review by HKCAAVQ" in "My Application".

9. Upon receiving the required supporting documents and application fee, HKCAAVQ will send you an acknowledgement email and start processing your application.

10. The status of your application could be checked in "My Application" of this e-portal.

11. For enquiries, please contact HKCAAVQ Secretariat at::
    10 Siu Sai Wan Road
    Chai Wan, Hong Kong
    Tel: 3658 0176
    Email: cpd_ia@hkcaavq.edu.hk

By clicking Next, you agree to the above guideline.

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# 3. Fill in the CPD Assessment Online Application Form

**Tips:**
1. You may click [Save as Draft] when filling in the form and continue later.
2. Please **update the "User Profile" before inputting the information** in an online application form.

❖ *For Structured Type 1 Qualified CPD Activity assessment applications, please state the Years of Experience in Organising the Structured CPD Activities or Related Activities*

❖ *For Type 1 Qualified E-learning Activity assessment applications, please specify the years of experience in organizing E-learning Programmes/CPD Activities*

## CPD Assessment Online Application Form

*Click here to view the notes to activity organisers.*

| Type of Application: | Assessment of CPD Activity | Created: | 26/02/2020 10:24:50 |
|---|---|---|---|
| Status: | Draft | Last Update: | 26/02/2020 10:24:50 |
| Application ID: | 2000010 | Submitted: | - |

Title of Activity:

[Title of Activity]   English                                            Chinese

## Information about Activity Organiser

Name of Activity Organiser:

Years of Experience in Organising the Structured CPD Activities or Related Activities (for E-learning CPD assessment applications, please specify the years of experience in organising E-learning Programmes/CPD Activities):

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==Step 2: Click== Add ==to add Responsible Persons, and then the box of "Select Contact== ==Person" will be shown.==

- ❖ *The Contact Person must be entered in "User Profile" before selecting from an online application form*
- ❖ *The information of Contact Person can be updated in "User Profile"*

**Responsible Persons**

| Title | Surname | First Name | Organisation | Position | Contact Phone No. | Fax No. | Email | Contact Address | Type |
|-------|---------|------------|--------------|----------|-------------------|---------|-------|-----------------|------|
| | | | | | No records found. | | | | |

Delete | **Add**

Select Contact Person

ⓘ *Please update in User Profile if the Contact Person is not found or is outdated.*
ⓘ *Please specify Head of Organisation / Department, Person-in-charge and Authorized Contact Person.*

| ■ Title | Surname | First Name | Position | Contact Phone No. | Fax No. | Email | Contact Address |
|---------|---------|------------|----------|-------------------|---------|-------|-----------------|
| ☐ Dr | Lee | Kuen Wai | Director | 24567896 | - | uat_cpd2@hkcaavq.edu.hk | Room 2000, Tai Koo Building, 256 Prince Edward Road, Mong Kok, Kowloon |
| ☐ Mr | Wong | Ka Lee | Vice President | 24567896 | - | uat_cpd2@hkcaavq.edu.hk | - |
| ☐ Mr | Yip | Man Chuen | Manager | 23456789 | - | uat_cpd2@hkcaavq.edu.hk | Room 2000, Tai Koo Building, 256 Prince Edward Road, Mong Kok, Kowloon |

Type: * [ ▼ ]

Cancel | Save

==Step 3: Check the box next to the person you selected, click the pull down button in the== =="Type", and click== Save

**Select Contact Person** ✕

ⓘ *Please update in User Profile if the Contact Person is not found or is outdated.*

ⓘ *Please specify Head of Organisation / Department, Person-in-charge and Authorized Contact Person.*

| ■ Title | Surname | First Name | Position | Contact Phone No. | Fax No. | Email | Contact Address |
|---------|---------|------------|----------|-------------------|---------|-------|-----------------|
| ☑ Dr | Lee | Kuen Wai | Director | 24567896 | - | uat_cpd2@hkcaavq.edu.hk | Room 2000, Tai Koo Building, 256 Prince Edward Road, Mong Kok, Kowloon |
| ☐ Mr | Wong | Ka Lee | Vice President | 24567896 | - | uat_cpd2@hkcaavq.edu.hk | - |
| ☐ Mr | Yip | Man Chuen | Manager | 23456789 | - | uat_cpd2@hkcaavq.edu.hk | Room 2000, Tai Koo Building, 256 Prince Edward Road, Mong Kok, Kowloon |

[ ▼ ]

Type: *

Authorised Contact Person
Head of Organisation / Department
Person-in-charge

Cancel | Save

### Information about the Activity

| 1 | Proposed Starting Date: | |
|---|---|---|
| 2 | Target Participants: | |

☐ In-house (employees of CPD Provider)　　　　　　　☐ General Public　　　　☐ Employees of Commissioning Body

☐ Others (Please specify):

3　Number of CPD Hours Applied for:

❖ *If the CPD activity has a modular design, please check the box "Yes", then fill in the information under "Add Module" and click* Save

4　Modular Design:

◉ Yes　○ No　　　　If "Yes", please specify the module(s) below

| Module Title | Number of Hours |
|---|---|
| No records found. | |

Delete　Add

**Add Module**　　　　　　✕

Module Title: *

Number of Hours: *

Cancel　Save

5　Duration of the Activity:

○ days　○ weeks　○ months

6　Aims and Objectives:

❖ *If you are applying for Type 1 Qualified E-learning Activity, please click "Others (Please specify)" and input "E-learning".*

7　Type of the Activity:

ⓘ *If the CPD activity is "E-learning", please click "Other (Please specify)" and input "E-learning".*

○ Course　　○ Seminar　　○ Workshop　　◉ Others (Please specify):

E-learning

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- ❖ *If the CPD activity is under the category of **"Ethics or Regulations"**, please click "Other disciplines which are directly related to the work of insurance intermediaries (Please specify)" and input "Ethics or Regulations".*
- ❖ *For a CPD activity to be approved under the category of "Ethics or Regulations", all the contents of the whole activity should be related to "Ethics or Regulations".*

Contents of the Activity:

ⓘ 1. *If the CPD activity is under the category of "Ethics or Regulations", please click "Other disciplines which are directly related to the work of insurance intermediaries (Please specify)"*

ⓘ 2. *For a CPD activity to be approved under the category of "Ethics or Regulations", all the contents of the whole activity should be related to "Ethics or Regulations".*

☐ Local insurance (or related) legislation                    ☐ Regulatory aspects of insurance practice in Hong Kong

☐ Insurance                    ☐ Actuarial science                    ☐ Risk management

☑ Other disciplines which are directly related to the work of insurance intermediaries (Please specify):

Ethics or Regulations

- ❖ *For Structured Activity adopting virtual classroom, please input the maximun number of participants per activity for a face-to-face activity.*
- ❖ *For Structured Activity adopting virtual classroom **ONLY**, please input the maximun number of participants per activity for virtual classroon. .*
- ❖ *For E-learning Activity, please provide the maximum number of participants per activity allowed in the E-learning Activity at the same time.*

| 9 | Number of Participants per Activity: | | |
|---|---|---|---|
| | (a) Minimum: | (b) Maximum: | |

- ❖ *For adding address(es), click* [Add] *and the address(es) you have entered in "User Profile" will be shown, then check the box next to Address, then click* [Add]
- ❖ *For Structured Activity adopting virtual classroom, please add " *virtual classroom* " (**with Asterisk**) and input the maximun number of participants per activity in "User Profile" first, then check the box next to the Address,then click* [Add]

10    Addresses of Teaching Venues:    ⓘ For new venue(s) not previously approved by HKCAAVQ, please unload supporting documents such as floor plan(s), rental agreement(s) and insurance coverage for third party liability.

| Venue Address | Venue Capacity |
|---|---|
| No records found. | |

[Delete] [Add]

## Add Address                    ✖

If you cannot find your address(es) of teaching venue here, please add them in your user profile.

| ☐ Address | Capacity (for CPD only) |
|---|---|
| ☐ *Virtual Classroom* | 100 |
| ☐ 10 Siu Sai Wan Road, Cha | 100 |

For CPD activity adopting virtual classroom

« ‹ 1 2 › »

[Cancel] [Add]

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11   Spoken Language of Delivery:

☐ English        ☐ Cantonese        ☐ Putonghua

12   Language of Printed Materials:

☐ English        ☐ Chinese

13   Frequency of the Activity per Year:

14   Are the participants of CPD activity required to complete any examination and/or continuous assessment?

○ Yes (please complete the following) The passing mark:                               ○ No

❖ *For Structured Activity, please state the Minimum Appointment Criteria of Instructor.*
❖ *For E-learning Activity, please state the Minimum Appointment Criteria of E-learning Administrator/ Instructor.*

## Staff Profile

1   For Structured Activity, please state the Minimum Appointment Criteria of Instructor.

For E-learning Activity, please state the Minimum Appointment Criteria of E-learning Administrator/ Instructor.

2   Person-in-charge:

(a)   Name:

(b)   Position in the Organisation:

(c)   Full-time Position (if different from above):

(d)   Experience in Managing or Conducting the Training Course:

(e)   Academic Qualifications and Awarding Institutions:

(f)   Professional Qualifications and Awarding Institutions:

ⓘ *Please upload the instructor list.*

- ❖ *For Structured Activity, please provide the description of Quality Assurance Mechanisms such as internal course approval procedures, attendance monitoring procedure, class observation(s), review meeting(s) on monitoring the CPD activity and follow up participants' feedback.*
- ❖ *For Structured Activity adopting virtual classroom, please also provide the description of Quality Assurance Mechanisms such as the implementation of virtual classroom, attendance monitoring procedure, review meeting(s) on monitoring the CPD activity and follow up participants' feedback.*
- ❖ *For E-learning Activity, please provide the description of Quality Assurance Mechanisms such as the procedures for the development, approval and review of E-learning Activities, measures to review activity content and monitor e-learning administrators' performance and review meeting(s) on monitoring the CPD activity and follow up participants' feedback.*
- ❖ *If the content exceeds the word limit, you may provide this information as attachment.*

## Quality Assurance

Any learning activities to meet the aims and objectives?

Quality Assurance Measures. (e.g. attendance monitoring procedures, participant evaluation, class observation, review meeting, train the trainer, etc):

- ❖ *If there are any other miscellaneous fees, click* Add *and fill in the information under "Add Miscellaneous Fee" , then click* Save

## Fees and Refund

| 1 | ☐ Free of charge | ☐ Fee paid by organisation | ☐ Fee paid by participants | $ |
|---|---|---|---|---|

2   Any other miscellaneous fees?
  ◉ Yes   ○ No                    If yes, please provide the details below.

| Item | Amount |
|---|---|
| No records found. | |

Dele    Add

### Add Miscellaneous Fee                              ✕

Item: *
Amount: *

Cancel   Save

# 4. Upload Supporting Document(s)

Please downlaod the checklist by clicking checklist. to check what kinds of relevant documents are needed

❖ *For Structured Activity, please refer to the Supporting Document Checklist of Application for Assessment of Structured Type 1 Qualified CPD for Licensed Insuracne Intermediaries for preapering the documents.*

❖ *The duly completed checklist should be uploaded (as Attachment 13) together with the documents.*

**Supporting Document(s)**

Please upload supporting documents according to the checklist. The template of instructor list is available here.

| Document Type | File Name | Uploaded Date / Time |
|---|---|---|
| | No related documents uploaded. | |

Delete  Upload Documents

**Application for Assessment of Structured Type 1 Qualified CPD Activity for Licensed Insurance Intermediaries**

**Supporting Document Checklist**

Please prepare and upload the following documents to support your application. Failure to provide the following documents may delay the assessment process and affect the assessment outcome.

Please indicate the availability of the documents. The duly completed checklist should be uploaded (as Attachment 13) together with the documents.

| Attachment No. | Documents to be uploaded | Availability |
|---|---|---|
| 1. | Background information about the CPD Activity Provider with organisational chart. (*applicable to first time application/ If there are any updates) | ❑ yes*  ❑ not applicable |
| 2. | Information of similar activities offered in the past. For application involving virtual classroom, please also provide track records showing at least one qualified CPD activity had completed HKCAAVQ's Reassessment. (*applicable to first time application/ If there are any updates) | ❑ yes*  ❑ not applicable |
| 3. | Copy of Business Registration (BR) / Certificate of Incorporation (CI) (*applicable to first time application/ If there are any updates including the expiry date showed in the BR or CI) | ❑ yes*  ❑ not applicable |
| 4. | Lesson Plan with Hourly Breakdown; For CPD activity adopting modular design, an outline of all modules including module title, CPD hours, contents and number of modules should be clearly specified. | ❑ yes |
| 5. | A full set of course materials, seminar handouts, or seminar papers. | ❑ yes |
| 6. | Floor plan(s), rental agreement(s) and insurance coverage for third party liability and / or other possible evidence of activity venue. For Structured Activity adopting virtual classroom only and without a designated teaching venue, please check the box "not applicable". (*applicable to new venue(s) not previously approved by HKCAAVQ). | ❑ yes*  ❑ not applicable |
| 7. | Profiles of all instructors or presenters including their academic and professional qualifications, and training/industry experience. | ❑ yes |
| 8. | Sample End-of-Activity Participant Evaluation Form. | ❑ yes |
| 9. | Sample attendance certificate issued to the CPD participants | ❑ yes |
| 10. | Description of Quality Assurance Mechanisms such as internal course approval procedures, attendance monitoring procedure, class observation(s), review meeting(s) on monitoring the CPD activity and follow-up participants' feedback. For Structured Activity adopting virtual classroom, please also provide the detailed arrangements of virtual classroom as a delivery mode, e.g. specific attendance monitoring system, policies / guideline / methods for maintaining integrity and security of participants' data | ❑ yes  ❑ already stated in the Online Application Form |
| 11. | Description of Technical Support Services (*applicable to Structured Activity adopting virtual classroom) | ❑ yes*  ❑ not applicable |
| 12. | Sample of assessment paper (Exam or Test) with assessment criteria. (*Where applicable) | ❑ yes*  ❑ not applicable |
| 13. | Completed Document Checklist | ❑ yes |

■ END —

- ❖ *For E-learning Activity, please refer to the Supporting Document Checklist of Application for Assessment of Type 1 Qualified E-learning Activity for Licensed Insuracne Intermediaries for preapering the documents.*
- ❖ *The duly completed checklist should be uploaded (as Attachment 14) together with the documents.*

**Application for**
**Assessment of Structured Type 1 Qualified CPD Activity**
**for Licensed Insurance Intermediaries**

**Supporting Document Checklist**

Please prepare and upload the following documents to support your application. Failure to provide the following documents may delay the assessment process and affect the assessment outcome.

Please indicate the availability of the documents. The duly completed checklist should be uploaded (as Attachment 13) together with the documents.

| Attachment No. | Documents to be uploaded | Availability |
|---|---|---|
| 1. | Background information about the CPD Activity Provider with organisational chart.<br><br>(*applicable to first time application / If there are any updates) | ❑ yes*<br><br>❑ not applicable |
| 2. | Information of similar activities offered in the past<br><br>For application involving virtual classroom, please also provide track records showing at least one qualified CPD activity had completed HKCAAVQ's Reassessment.<br><br>(*applicable to first time application / If there are any updates) | ❑ yes*<br><br>❑ not applicable |
| 3. | Copy of Business Registration (BR) / Certificate of Incorporation (CI)<br><br>(*applicable to first time application / If there are any updates including the expiry date showed in the BR or CI) | ❑ yes*<br><br>❑ not applicable |
| 4. | Lesson Plan with Hourly Breakdown; For CPD activity adopting modular design, an outline of all modules including module title, CPD hours, contents and number of modules should be clearly specified. | ❑ yes |
| 5. | A full set of course materials, seminar handouts, or seminar papers. | ❑ yes |
| 6. | Floor plan(s), rental agreement(s) and insurance coverage for third party liability and / or other possible evidence of activity venue<br><br>For Structured Activity adopting virtual classroom only and without a designated teaching | ❑ yes*<br><br>❑ not applicable |

| Attachment No. | Documents to be uploaded | Availability |
|---|---|---|
| | venue, please check the box "not applicable".<br><br>(*applicable to new venue(s) not previously approved by HKCAAVQ). | |
| 7. | Profiles of all instructors or presenters including their academic and professional qualifications, and training/industry experience. | ❑ yes |
| 8. | Sample End-of-Activity Participant Evaluation Form. | ❑ yes |
| 9. | Sample attendance certificate issued to the CPD participants | ❑ yes |
| 10. | Description of Quality Assurance Mechanisms such as internal course approval procedures, attendance monitoring procedure, class observation(s), review meeting(s) on monitoring the CPD activity and follow-up participants' feedback.<br><br>For Structured Activity adopting virtual classroom, please also provide the detailed arrangements of virtual classroom as a delivery mode, e.g. specific attendance monitoring system, policies / guideline / methods for maintaining integrity and security of participants' data | ❑ yes<br><br>❑ already stated in the Online Application Form |
| 11. | Description of Technical Support Services<br><br>(*applicable to Structured Activity adopting virtual classroom) | ❑ yes*<br><br>❑ not applicable |
| 12. | Sample of assessment paper (Exam or Test) with assessment criteria.<br><br>(*Where applicable) | ❑ yes*<br><br>❑ not applicable |
| 13. | Completed Document Checklist | ❑ yes |

■ END –

1

2

**Step 2: Click** `Upload Documents` **, then click** `Select Files`

> ❖ *You may put a number of files together into a zipped file to upload the document in one go.*

Supporting Document(s)

Please upload supporting documents according to the checklist. The template of instructor list is available here

| Document Type | File Name | Uploaded Date / Time |
|---|---|---|
| | No related documents uploaded. | |

Delete    Upload Documents

**Upload Documents**                                                    ✕

Document Type: *          Supporting Document                          ▾
File Name: *          Select Files

Cancel    Upload

**Step 3: When the file(s) are ready for upload, click** `Upload`

**Upload Documents**                                                    ✕

Document Type: *          Supporting Document                          ▾
File Name: *          Select Files

Lesson Plan.pdf (79KB)

Cancel    Upload

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# 5. Payment

❖ *If you wish to pay by cheque, please send the cheque with the printout of application available after pressing "Submit Application"*

❖ *If you select to settle the payment by bank deposit, please upload the proof of payment with the following steps*

**Step 1: Please select the Payment Method by clicking the pull down button**

Payment

| Assessment Fee: | $8,000.00 | Payment Method: | Bank-Deposit / Cheque / Tele-Transfer |
|---|---|---|---|

If you select to settle the payment by bank deposit, please upload the proof of payment. If you wish to pay by cheque, please send the cheque with the printout available after p

Proof of Payment: -

Choose File to Upload: Select File

Upload Proof of Payment

**Step 2: Select Bank-Deposit in Payment Method, then click** Select File

Payment

| Assessment Fee: | $8,000.00 | Payment Method: | Bank-Deposit / Cheque / Tele-Transfer |
|---|---|---|---|

If you select to settle the payment by bank deposit, please upload the proof of payment. If you wish to pay by cheque, please send the cheque with the printout available after p

Proof of Payment: -

Choose File to Upload: Select File

Upload Proof of Payment

**Step 3: Click** Upload Proof of Payment

Payment

| Assessment Fee: | $8,000.00 | Payment Method: | |
|---|---|---|---|

If you select to settle the payment by bank deposit, please upload the proof of payment. If you wish to pay by cheque, please send the cheque with the printout available after pressing 'Submit Application' to HKCAAVQ.

Proof of Payment: -

Choose File to Upload: Select File

Proof of payment.docx (12KB)

Upload Proof of Payment

Payment

| Assessment Fee: | $8,000.00 | Payment Method: | Bank-Deposit |
|---|---|---|---|

If you select to settle the payment by bank deposit, please upload the proof of payment. If you wish to pay by cheque, please send the cheque with the printout available after pressing 'Submit Application' to HKCAAVQ.

Proof of Payment: Proof of payment.docx

Choose File to Upload: Select File

Upload Proof of Payment

**Step 4: If you would like to apply for an Express Service, please click "Apply for an Express Service", then click** OK **.**

❖ *Additional fee should be paid on top of the original assessment fee at the time when the express service application is accepted by HKCAAVQ.*
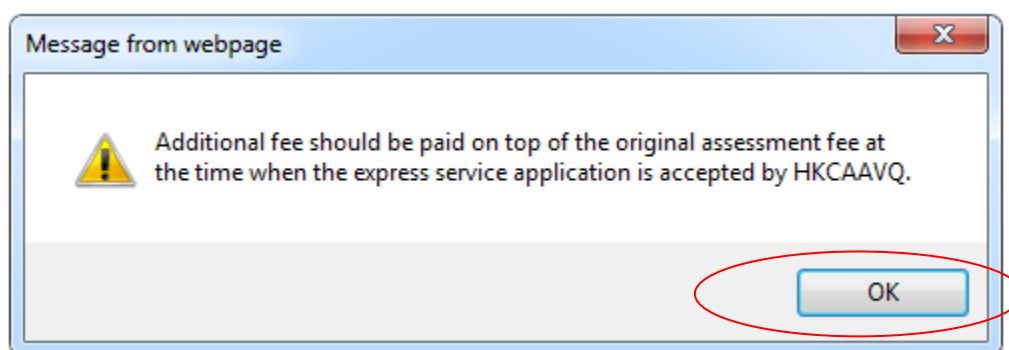


**(For Structured Activity) **

**Assessment WITHOUT adoption of virtual classroom**

Please proceed the payment according to the amount shown in the system.

**Assessment WITH adoption of virtual classroom**

Due to system limitation, the fee shown in system DOES NOT INCLUDE the assessment fee of adoption of virtual classroom. For the assessment fee amount of adoption of virtual classroom, please refer to the Guidance Notes on Assessment of Structured Type 1 Qualified CPD Activities for Licensed Insurance Intermediaries https://www.hkcaavq.edu.hk/en/services/assessment/cpd-ia-programmes.

The amount of assessment fee of adoption virtual classroom will be confirmed via email. Please submit the fee after receiving the confirmation email.

# 6. Submit Application

Step 1: Click `Download Application Form` , select your preferred Language and click `Download` . The completed form will be shown for your own record.

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**Step 2:** After reading the declaration, check the box next to "I agree with the above declaration", and press [Submit Application]

## Declaration

I will abide by HKCAAVQ Assessment Criteria, and declare that all the information provided in the application form is accurate to the best of my knowledge. I understand and accept that HKCAAVQ may approach us direct for further information regarding the application. I also understand and accept that a non-refundable assessment fee is charged for the assessment work irrespective of the assessment outcome, and the fees should be made payable in advance to the 'Hong Kong Council for Accreditation of Academic and Vocational Qualifications'.

A person who, either orally or in writing, makes any statement or representation or furnishes any information to HKCAAVQ in connection with the performance of its functions under HKCAAVQ Ordinance (Chapter 1150) which the person knows or reasonably ought to know is misleading or false in a material respect commits an offence and is liable on conviction to a fine at level 5.

☑ I agree with the above declaration

[Submit Application]

[Download Application Form]

[Back] [Save as Draft]

**Step 3:** The message from webpage will be shown, please read the message and click [OK]

Message from webpage

❓ You will not be allowed to make further changes once the application is submitted. Click OK to proceed or Cancel to edit your application.

[OK] [Cancel]
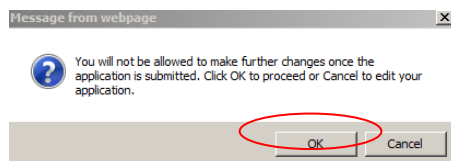
**Step 4:** The application has been submitted successfully. *If you wish to pay by cheque, please print this page together with the cheque and send to HKCAAVQ.* If you want to edit your application, Click [Back]

## Submit Application

The online application was submitted successfully.

| Application ID: | 1600100 | Submitted: | 24/05/2016 16:25:24 |

[Back] [Print]

**Step 5:** The application you submitted to HKCAAVQ will be shown under "My Application". The status of the application will be changed to "For Review by HKCAAVQ".

## My Application

| ☐ Application ID | Service | Type | Scope / Course Title / Reference | Status | Last Update On ▾ | Document Uploaded |
|---|---|---|---|---|---|---|
| ☐ 1600100 | CPD | Assessment | aaa | For Review by HKCAAVQ | 24/05/2016 | 🔵 |

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# 7. Special Function

The following functions are under the page of "My Application".
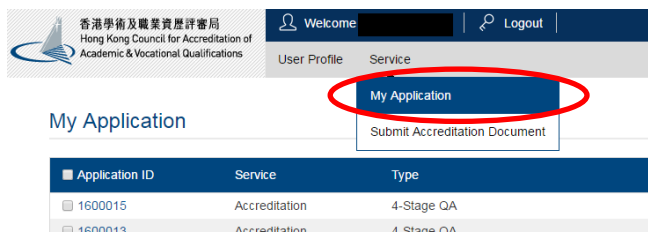


## 7.1 View Closed Applications

Step 1: Click  View Closed Applications , you may review the completed application(s)
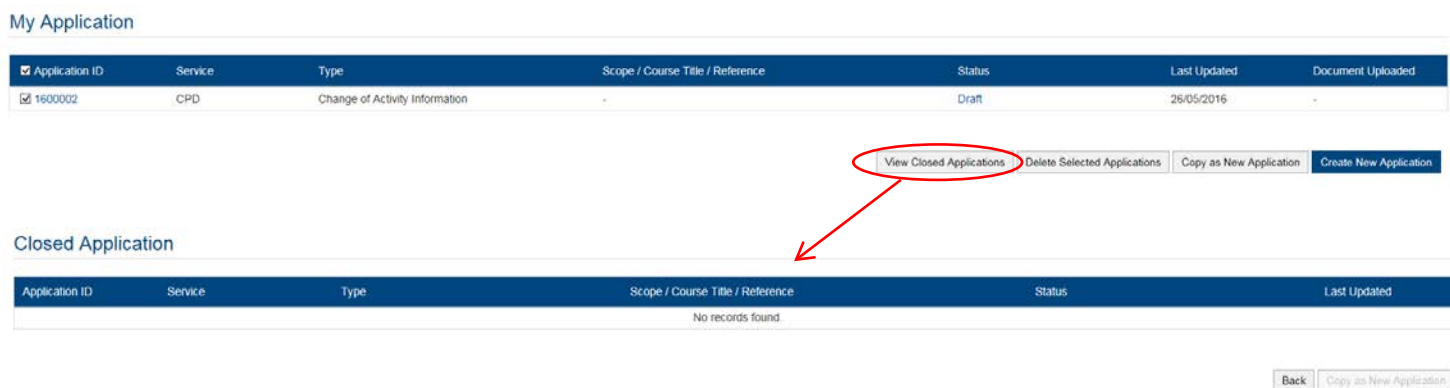


## 7.2 Delete Selected Applications

Step 1: Check the box next to the application ID, click  Delete Selected Applications , and the application you have selected will be deleted

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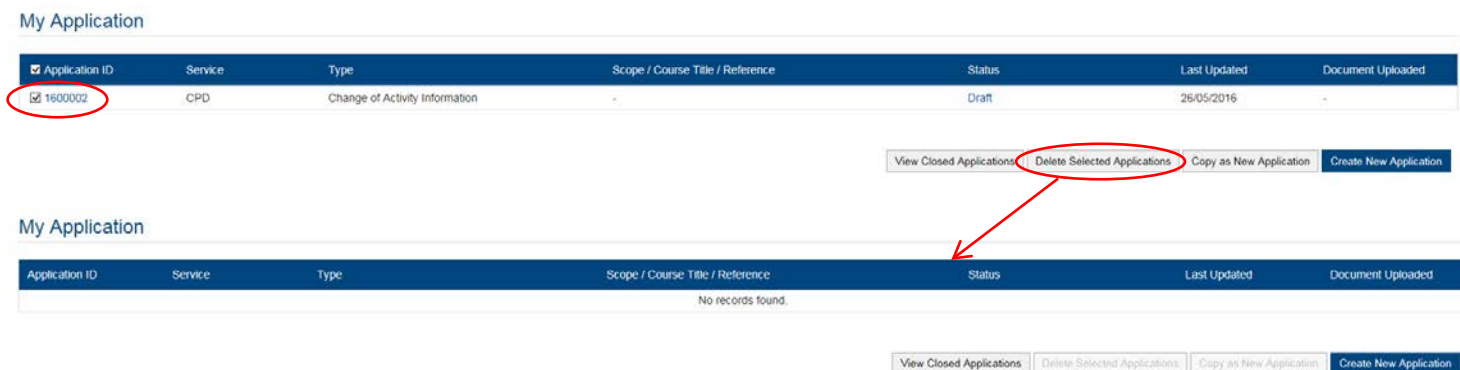
# 7.3 Copy as New Application

Step 1: Check the box next to the application ID, click [Copy as New Application], the information of the selected application(s) will be copied with different Application ID.



Step 2: Click the Application ID, and you may edit the necessary information for submitting another application(s)

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# 8. Points to Note

- The Quick Guide aims to provide a step-by-step guidance for using the e-Portal service. Before submitting the application(s), you should read the related Guidance Notes on Assessment of CPD Activities with Fee Schedule on the HKCAAVQ website at https://www.hkcaavq.edu.hk/en/services/assessment/cpd-ia-programmes

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