

E-Portal Quick Guide – Submit CEF Applications

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1. Login to the e-Portal account

Step 1: Please go to <https://eportal.hkcaavg.edu.hk/>

Step 2: Click [LOGIN FOR EXISTING ACCOUNTS](#)

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

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HOME SYSTEM REQUIREMENTS USEFUL LINKS HELP

Welcome to the e-Portal

Welcome to our e-Portal for accreditation and assessment services!

The e-Portal has been developed to improve the efficiency of HKCAAVQ services by providing operators and course providers with a secure user-friendly online platform to process, check and review the status of their applications and submissions.

The e-Portal provides for the following services:

- Accreditation for academic programmes
- Accreditation for vocational programmes
- Assessment of Continuing Education Fund (CEF) reimbursable courses
- Assessment of Continuing Professional Development (CPD) Programmes

[NEW USERS](#) [LOGIN FOR EXISTING ACCOUNTS](#)

2016.05.16
e-Portal service will be launched soon.

Disclaimer | Privacy Policy

Step 2: After reading the Disclaimer, click

Disclaimer

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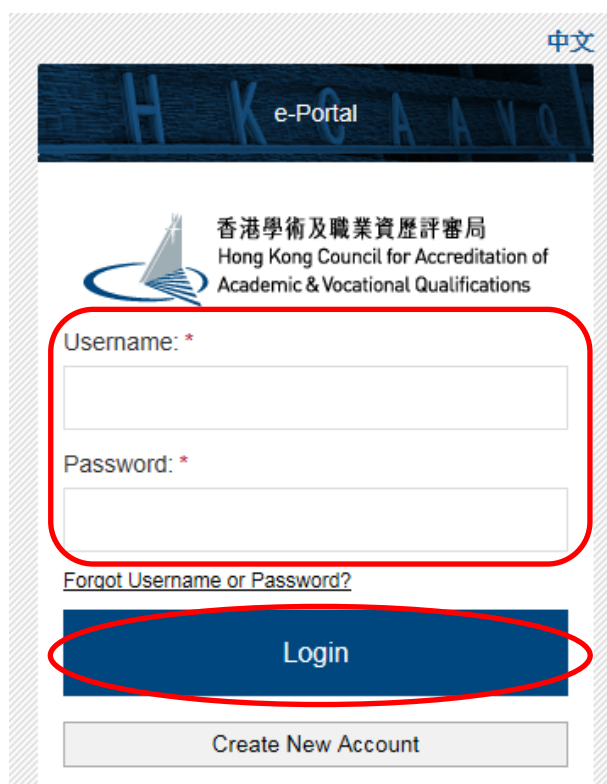
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Step 3: Enter the Username and Password, click



中文

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e-Portal

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Hong Kong Council for Accreditation of
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Username: *

Password: *

[Forgot Username or Password?](#)

Login

Create New Account

2. Submit a New Course Application

Step 1: Go to **Service > My Application** from the menu. Click **<Create New Application>**

My Application

Application ID	Service	Type	Scope / Course Title / Reference	Status	Last Update On	Document Uploaded
<input type="checkbox"/> 1600125	CEF	Renewal with Change	-	Draft	08/04/2016	-
<input type="checkbox"/> 1600124	CEF	Amendment	CEF002/A, CEF002/B, CEF002/C	For Review by HKCAAVQ	08/04/2016	
<input type="checkbox"/> 1600123	CEF	New Application	HYU0XJ Course (EN) 3, HYU0XJ Course (EN) 4, HYU0XJ Course (EN) 5...	For Review by HKCAAVQ	08/04/2016	

[View Closed Applications](#)

[Delete Selected Applications](#)

[Copy as New Application](#)

[Create New Application](#)

Step 2: Select Service and Type of Application

- Select **“Continuing Education Fund (CEF)”** from Service
- Select **“New Application”** from Type of Application
- Click **<Next>**, General Information screen will be displayed

Please Select Service and Type of Application

Service: *

Type of Application: *

Step 3: Provide Course Provider Information

- Specify Name of Course Provider

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Go Back | Welcome APPLICANTX | Logout

User Profile | Service

General Information

Type of Application:	New Application	Created:	05/04/2016 18:43:16
Status:	Draft	Last Updated:	05/04/2016 18:43:16
Application ID:	1600109	Submitted:	-

Course Provider Information

Name of Course Provider:	<input type="text" value="Operator (CEF) 1-1"/>	Institution Code:	CEF11
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Step 4: Upload Application Form and Supporting Documents

(a) Click **<Upload Documents>**

Upload Application Form and Supporting Documents

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

Delete **Upload Documents**

(b) Choose Document Type, then click **<Select Files>** to choose file and then click **<Upload>**

Upload Documents

Document Type: *

File Name: * **Select Files**

Cancel **Upload**

Step 5: Upload Attachment


- (a) Click **"here"** link to download the template (Note: please do not change of the cell format)
- (b) Click **<Select Files>** to choose file for uploading
- (c) Click **<Upload Attachment>** to upload the selected file
- (d) The grid for Course List, Responsible Person, Course Director and Contact Person will be filled-up automatically based on the specified information in the Attachment.

Upload Attachment

Please upload attachment (Parts I & II). You must use the template which can be downloaded **here**.

Please input information of one course in one row. Merged cells are not acceptable.

Note: SCS-based courses must be submitted separately.

Attachment: cef001_new_application - 2 20160406 (1).xls 

Choose File to Upload: **Select File**

Upload Attachment

Course List:

Title of Course on QR (Chinese)	Title of Course on QR (English)	QR Registration No.	Effective Date of Registration	Expiry Date of Registration	Title of Course (Chinese)	Title of Course (English)	CEF Sector
CEF0406/A Course (CH) 3	CEF0406/A Course (EN) 3	8003	10/03/2016	10/03/2080	CEF0406/A Course (CH) 3	CEF0406/A Course (EN) 3	For SIT
CEF0406/A Course (CH) 4	CEF0406/A Course (EN) 4	8004	10/03/2016	10/03/2080	CEF0406/A Course (CH) 4	CEF0406/A Course (EN) 4	For SIT
CEF0406/A Course (CH) 5	CEF0406/A Course (EN) 5	8005	10/03/2016	On-going	CEF0406/A Course (CH) 5	CEF0406/A Course (EN) 5	For SIT
CEF0406/A Course (CH) 6	CEF0406/A Course (EN) 6	8006	10/03/2016	10/03/2080	CEF0406/A Course (CH) 6	CEF0406/A Course (EN) 6	For SIT

Responsible Person:

Name	Position	Address	Phone	Fax	Email
Remy LeBeau	POST	2/F plaza 2000, 2-1 Russell street Causeway bay Hong Kong	699-7845	631-6530	remy@email.com

Course Director:

Name	Position	Address	Phone	Fax	Email
Ororo Munroe	POST	200, Lai Lan House, Lai Kok Estate, Cheung Sha Wan, Kowloon, Hong Kong	844-9846	633-2100	ororo@email.com

Contact Person:

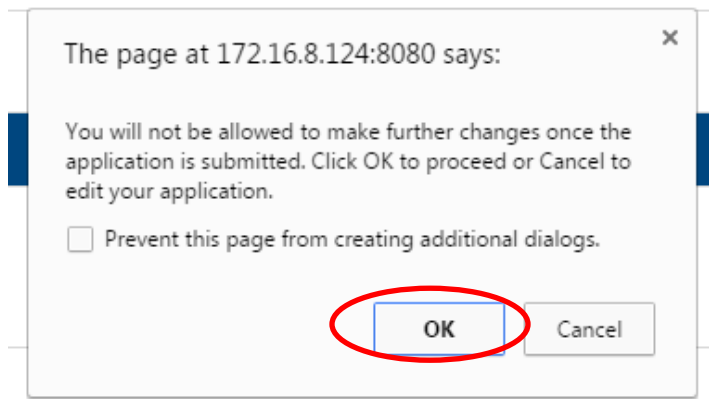
Name	Position	Address	Phone	Fax	Email
Piotr Rasputin	POST	P/F Southwest, Warwick House, TaiKoo Place, 979 King's Road, Quarry Bay, Hong Kong	311-6503	966-8557	piotr@email.com

Step 6: Submit Application

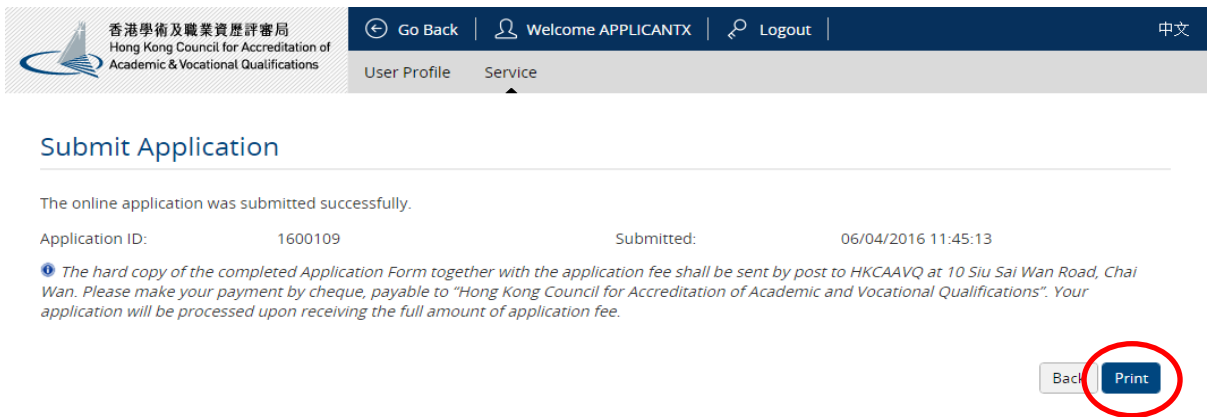
- Specify number of courses in the application. Total charge will be computed automatically.
- Click **<Save as Draft>** to save the application. The application can be retrieved from “My Application” screen for editing; or
- Click **<Submit Application>** to submit the application
- Click **<OK>** in the confirmation message displayed

Fee to Charge

Number of Course: Total Charge: -



(e) After the application has been submitted successfully, the following message will be displayed. Click **<Print>** to print the message (optional)



3. Submit a Course Amendment Application

Step 1: Go to **Service > My Application** from the menu. Click **<Create New Application>**

My Application

Application ID	Service	Type	Scope / Course Title / Reference	Status	Last Update On	Document Uploaded
1600125	CEF	Renewal with Change	-	Draft	08/04/2016	-
1600124	CEF	Amendment	CEF002/A, CEF002/B, CEF002/C	For Review by HKCAAVQ	08/04/2016	
1600123	CEF	New Application	HYU0XJ Course (EN) 3, HYU0XJ Course (EN) 4, HYU0XJ Course (EN) 5...	For Review by HKCAAVQ	08/04/2016	

View Closed Applications

Delete Selected Applications

Copy as New Application

Create New Application

Step 2: Select Service and Type of Application

- (a) Select **“Continuing Education Fund (CEF)”** from Service
- (b) Select **“Amendment”** from Type of Application
- (c) Click **<Next>**, General Information screen will be displayed

Please Select Service and Type of Application

Service: * Continuing Education Fund (CEF)

Type of Application: * Amendment

Next

Step 3: Provide Course Provider Information

- (a) Specify Name of Course Provider

General Information

Type of Application: Amendment Created: 13/04/2016 12:30:07
Status: Draft Last Updated: 13/04/2016 12:30:07
Application ID: 1600127 Submitted: -

Course Provider Information

Name of Course Provider: Operator (CEF) 1-1 Institution Code: CEF11

Step 4: Upload Course Amendment Form and Supporting Documents

(a) Click **<Upload Documents>**

Upload Course Amendment Form and Supporting Documents

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

Delet **Upload Documents**

(b) Choose Document Type, then click **<Select Files>** to choose file and then click **<Upload>**

Upload Documents

Document Type: *

File Name: * **Select Files**

Cancel **Upload**

Step 5: Upload CEF course code(s)

(a) Click **<template>** link to download the template for CEF course codes

(b) Click **<Select Files>** to upload the file with list of CEF course codes

(c) Click **<Upload Documents>**

Upload CEF Course Code(s)

Please input CEF Course code(s) for the application. You may upload the course code(s) using the provided **template** or input the course code(s) below directly.

Choose File to Upload:

Select File

Upload Attachment

(d) Alternatively, input the course code one by one by clicking **<Add>**

(e) Specify CEF Course Code then click **<Save>**

CEF Course Code
No records found.

Delet **Add**

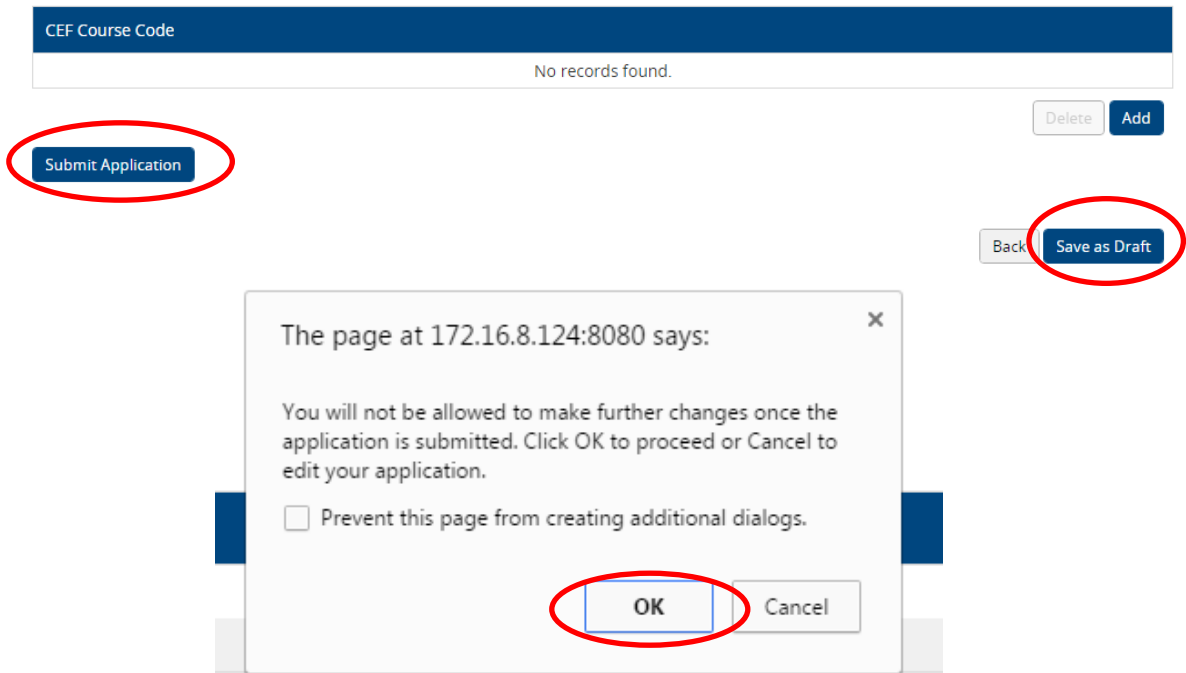
Add Course Code

CEF Course Code: *

Cancel **Save**

Step 6: Submit Application

- (a) Click <**Save as Draft**> to save the application. The application can be retrieved from “My Application” screen for editing; or
- (b) Click <**Submit Application**> to submit the application
- (c) Click <**OK**> in the confirmation message displayed

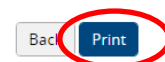


- (d) After the application has been submitted successfully, the following message will be displayed. Click <**Print**> to print the message (optional)

Submit Application

The online application was submitted successfully.

Application ID: 1600127 Submitted: 13/04/2016 13:01:20



4. Submit a Renewal with Change Application

Step 1: Go to **Service > My Application** from the menu. Click **<Create New Application>**

My Application

Application ID	Service	Type	Scope / Course Title / Reference	Status	Last Update On	Document Uploaded
<input type="checkbox"/> 1600125	CEF	Renewal with Change	-	Draft	08/04/2016	-
<input type="checkbox"/> 1600124	CEF	Amendment	CEF002/A, CEF002/B, CEF002/C	For Review by HKCAAVQ	08/04/2016	
<input type="checkbox"/> 1600123	CEF	New Application	HYU0XJ Course (EN) 3, HYU0XJ Course (EN) 4, HYU0XJ Course (EN) 5...	For Review by HKCAAVQ	08/04/2016	

View Closed Applications

Delete Selected Applications

Copy as New Application

Create New Application

Step 2: Select Service and Type of Application

- Select **“Continuing Education Fund (CEF)”** from Service
- Select **“Renewal with Change”** from Type of Application
- Click **<Next>**, General Information screen will be displayed

Please Select Service and Type of Application

Service: *

Type of Application: *

Step 3: Provide Course Provider Information

- Specify Name of Course Provider

General Information

Type of Application: Renewal with Change Created: 13/04/2016 14:58:33
Status: Draft Last Updated: 13/04/2016 14:58:33
Application ID: 1600128 Submitted: -

Course Provider Information

Name of Course Provider: Institution Code: CEF11

Step 4: Upload Course Amendment Form and Supporting Documents

(a) Click **<Upload Documents>**

Upload Course Amendment Form and Supporting Documents

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

Delet... **Upload Documents**

(b) Choose Document Type, then click **<Select Files>** to choose file and then click **<Upload>**

Upload Documents

Document Type: *

File Name: * **Select Files**

Cancel **Upload**

Step 5: Upload CEF course code(s)

(a) Click **<template>** link to download the template for CEF course codes

(b) Click **<Select Files>** to upload the file with CEF course codes

(c) Click **<Upload Documents>**

Upload CEF Course Code(s)

Please input CEF Course code(s) for the application. You may upload the course code(s) using the provided **template**, or input the course code(s) below directly.

Choose File to Upload:

Select File

Upload Attachment

(d) Alternatively, input the course code one by one by clicking **<Add>**

(a) Specify CEF Course Code then click **<Save>**

CEF Course Code

No records found.

Del... **Add**

Add Course Code

CEF Course Code: *

Cancel **Save**

Step 6: Submit Application

- (a) Specify number of courses applied. Total charge will be computed automatically.
- (b) Click <**Save as Draft**> to save the application. The application can be retrieved from “My Application” screen for editing; or
- (c) Click <**Submit Application**> to submit the application
- (d) Click <**OK**> in the confirmation message displayed

Fee to Charge

Number of Course: Total Charge: -

The page at 172.16.8.124:8080 says:

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

Prevent this page from creating additional dialogs.

- (e) After the application has been submitted successfully, the following message will be displayed. Click <**Print**> to print the message (optional)

Submit Application

The online application was submitted successfully.

Application ID: 1600128 Submitted: 13/04/2016 15:51:48

The application fee shall be sent by post to HKCAAVQ at 10 Siu Sai Wan Road, Chai Wan. Please make your payment by cheque, payable to “Hong Kong Council for Accreditation of Academic and Vocational Qualifications”. Your application will be processed upon receiving the full amount of application fee.

5. Submit a Renewal without Change Application

Step 1: Go to **Service > My Application** from the menu. Click **<Create New Application>**

My Application

Application ID	Service	Type	Scope / Course Title / Reference	Status	Last Update On	Document Uploaded
1600125	CEF	Renewal with Change	-	Draft	08/04/2016	-
1600124	CEF	Amendment	CEF002/A, CEF002/B, CEF002/C	For Review by HKCAAVQ	08/04/2016	
1600123	CEF	New Application	HYU0XJ Course (EN) 3, HYU0XJ Course (EN) 4, HYU0XJ Course (EN) 5...	For Review by HKCAAVQ	08/04/2016	

[View Closed Applications](#) [Delete Selected Applications](#) [Copy as New Application](#) [Create New Application](#)

Step 2: Select Service and Type of Application

- Select **“Continuing Education Fund (CEF)”** from Service
- Select **“Renewal without Change”** from Type of Application
- Click **<Next>**, General Information screen will be displayed

Please Select Service and Type of Application

Service: * Continuing Education Fund (CEF)

Type of Application: * Amendment
New Application
Renewal with Change
Renewal without Change

[Next](#)

Step 3: Provide Course Provider Information

- Specify Name of Course Provider

General Information

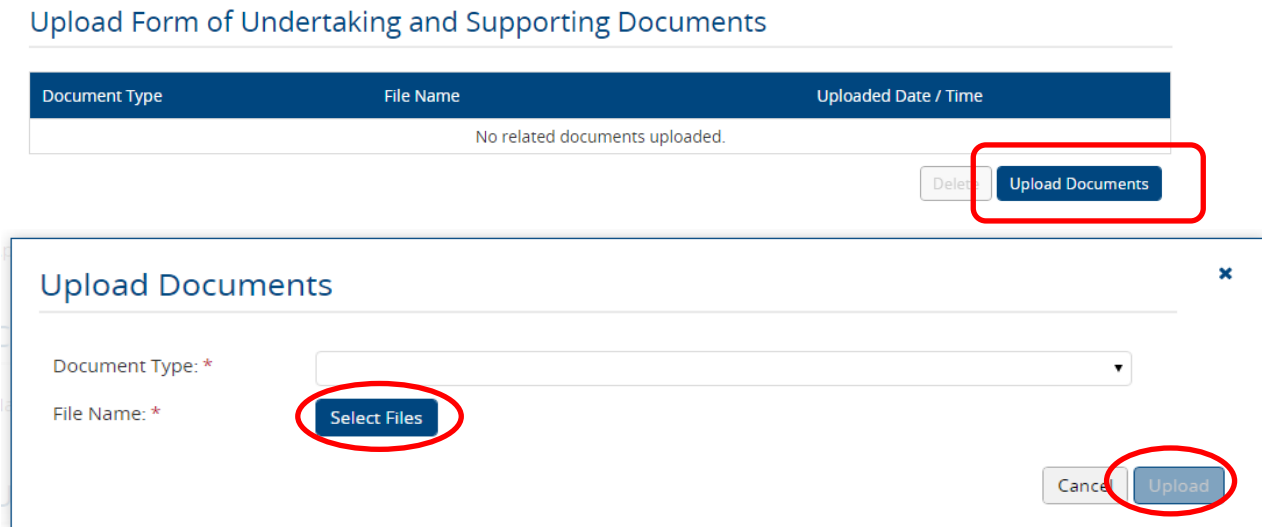
Type of Application: Renewal without Change Created: 13/04/2016 16:08:06
Status: Draft Last Updated: 13/04/2016 16:08:06
Application ID: 1600129 Submitted: -

Course Provider Information

Name of Course Provider: Operator (CEF) 1-1 Institution Code: CEF11

Step 4: Upload Form of Undertaking and Supporting Documents

- (a) Click <Upload Documents>
- (b) Choose Document Type, then click <Select Files> to choose file and then click <Upload>



Step 5: Upload CEF course code(s)

- (a) Click <template> link to download the template for CEF course codes
- (b) Click <Select Files> to upload the file with CEF course codes
- (c) Click <Upload Documents>

Upload CEF Course Code(s)

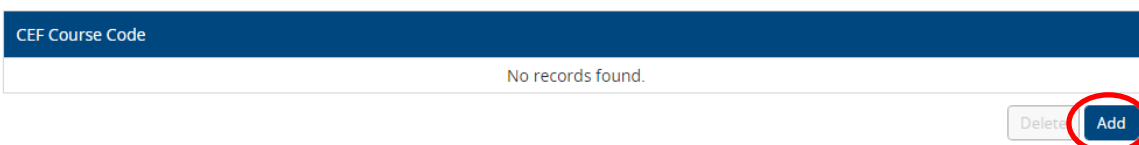
Please input CEF Course code(s) for the application. You may upload the course code(s) using the provided [template](#); or input the course code(s) below directly.

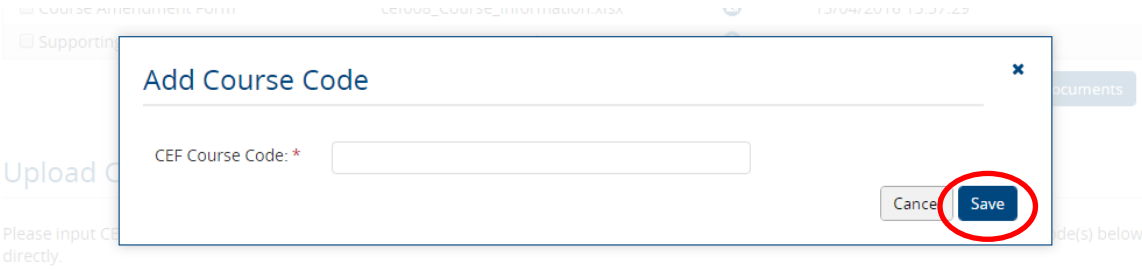
Choose File to Upload:

Select File

Upload Attachment

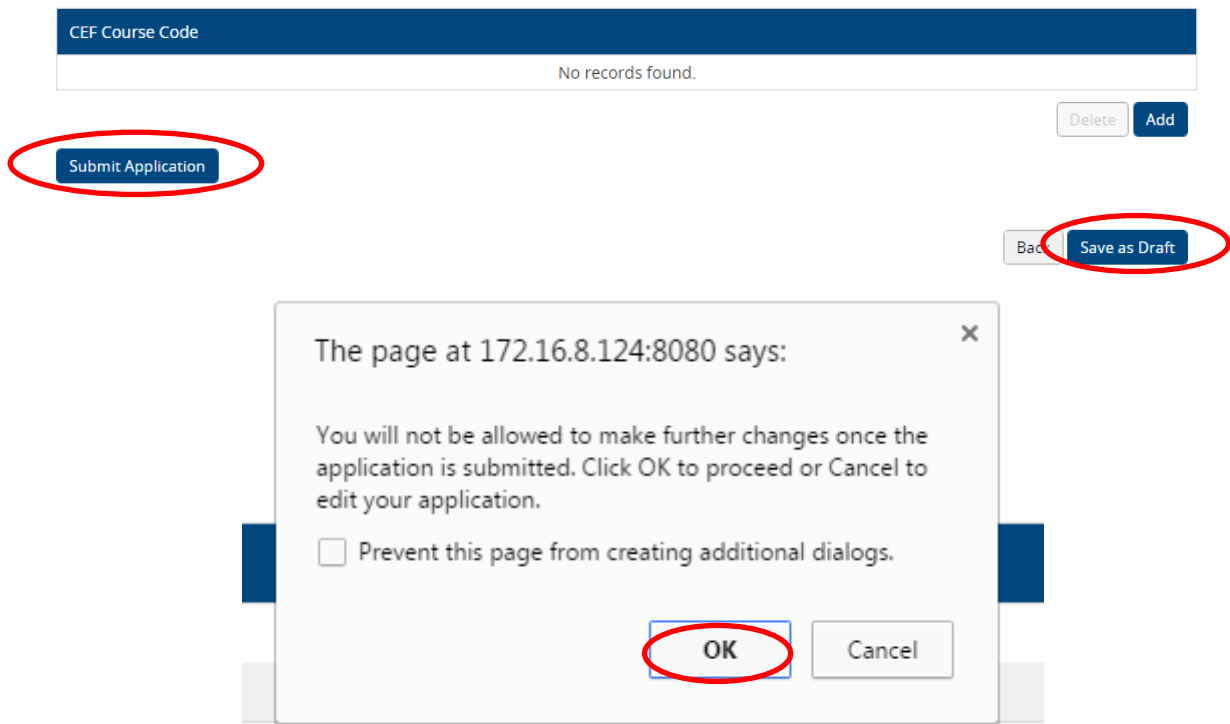
- (d) Alternatively, input the course code one by one by clicking <Add>
- (e) Specify CEF Course Code then click <Save>





Step 6: Submit Application

- (a) Click <**Save as Draft**> to save the application. The application can be retrieved from “My Application” screen for editing; or
- (b) Click <**Submit Application**> to submit the application
- (c) Click <**OK**> in the confirmation message displayed



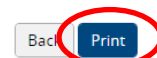
- (d) After the application has been submitted successfully, the following message will be displayed. Click <**Print**> to print the message (optional)

Submit Application

The online application was submitted successfully.

Application ID: 1600129 Submitted: 13/04/2016 16:10:27

The hard copy of the completed Form of Undertaking shall be sent by post to HKCAAVQ at 10 Siu Sai Wan Road, Chai Wan.



6. 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 relevant Guides on the HKCAAVQ website at <http://www.hkcaavq.edu.hk/en/services/assessment/cef-reimbursable-course>.
- Relevant application forms can be downloaded at the HKCAAVQ website.
- For enquiries, please contact us on 3658 0241 or email to cef@hkcaavq.edu.hk. Please quote Application ID for any enquiry.