CPD COURSE APPLICATION PROCESS FLOW CHART
FOR PROFESSIONAL COMPETENCIES

CEA receives CPD course application from course provider who intends to conduct courses related to Professional Competencies.

↓

CEA checks for completeness of documents submitted. — Not complete → Course provider to rectify. CPD assessment put on hold.

YES ↓

CEA checks for successful payment and correct amount of assessment fee paid. — Not in order →

YES ↓

CEA proceeds with CPD assessment. [Processing Time is 6-8 weeks upon receipt of complete application.]

↓

Assessment Outcome: Approved or Not Approved as CPD course under Professional Competencies

↓

CEA provides course provider with assessment outcome, together with payment invoice.

↓

After each run of the approved course, course provider uploads attendance records to My CPD Portal within 3 working days, and consolidated feedback report within 2 weeks.