

# Council for Estate Agencies (CEA) My CPD Portal (version 2.0) User Guide – Salesperson

W.e.f. 1 Oct 2019

## **Document Change History**

Document Changes	Date	Description
1.0	18 Aug 2017	Initial
2.0	7 Aug 2018	Added a section on Delete Attendance Record under Attendance Management for Salesperson and a section on CPD Overall Fulfilment under CPD Requirement Monitoring.
3.0	9 Jul 2019	Changes for the new CPD framework, wef 1 Oct 2019

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## 1 Introduction

### 1.1 My CPD Portal

"My CPD Portal" is a common platform to

- Allow course providers to introduce new courses and seek approval from CEA to conduct them;
- Keep course providers updated on their application status via the system or via email notifications depending on their roles. Each role has its own specific notification.;
- Allow course providers to update and add course dates/sessions and trainers for approved courses;
- Allow course providers to correspond with CEA Administrators through an inbox;
- Allow Salespersons/KEOs to store and track CPD attendance records;
- Allow Salespersons/KEOs to track CPD requirement fulfilment status; and
- Allow KEOs to approve non-core CPD courses taken by their salespersons.
- Allow the syncing of CPD requirement fulfilment data with EAS system for renewal process

### 1.2 Salesperson

As a Salesperson, you can use this system to submit your attendance records for CPD courses (Generic Competencies Courses). You can also rate the courses that you have attended.

## 2 Login

### 2.1 Login Functionality

You can login to the CPD System via <u>www.cea.gov.sg/cpd</u>. Click on the login tab on the right side of the top bar as shown below:



Login option landing page will be displayed to choose to login with SingPass or CorpPass.





If you do not have CorpPass, please visit CorpPass website at https://www.corppass.pov.ag. You may also contact CorpPass helpdesk at +65 6643 0577, 8am to 8pm on Mondays to Fridays. or 8am to 2pm on Saturdays or email your queries to support propass.gov.sg.

#### Figure 2: SingPass and CorpPass Login Option Landing Page



Choose SingPass for example, and key in your Singpass ID and Password as shown below:

Figure 3: Singpass Login Page

Once logged in, you will see the dashboard in Figure 4. Click on Salesperson, you will be directed to the dashboard shown in Figure 5.

CPD Continuing Professional Development	Welcome, Logout
PLEASE SELECT THE ROLE YOU WISH TO LOG IN AS:	
Salesperson	
Privacy Statement   Terms of Use   Rate our e-services	© Copyright 2019 Council for Estate Agencies Best viewed in (E.9, Chrome 43, Firefox 39, Solari 8





**Figure 5: Salesperson Dashboard** 

Description:

1. Change Role

Clicking this will bring you back to the Role Dashboard

2. Salesperson

Click on this tab to view Attendance Management or CPD Requirement Monitoring

3. User Details and CPD Details

The User Details panel displays SP's registration details.

The CPD Details panel shows SP's CPD Credit status. Click View Records to view the detailed records. You will be redirected to CPD Requirement Monitoring Module.

#### 4. Recent Attendance Submission

This panel shows the recent attendance submissions made. Click View More to go to the Attendance Management page. You will be directed to the page shown in Attendance Management.

#### 5. Recent Course Training Session Conducted

If you are a Professional Competencies Course trainer, you will be able to see the recent Professional Competencies Courses that you have conducted.

## 3 Attendance Management

Attendance Management Module is provided to facilitate Salesperson to monitor the attendance record submissions in the system. Salesperson has the function to submit attendance for Generic Competencies courses only.

To access the Attendance Management page, click Salesperson >> Attendance Management.



Figure 6: Salesperson tab dropdown menu: Attendance Management

You will be directed to the page below:

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Figure 7: Attendance Management - Salesperson

- With effect from 1 Oct 2019, existing Salesperson will see the following when viewing the Attendance Monitoring page:
  - Attendance records submitted in 18-19 Cycle
  - Attendance records to be submitted in 19-20 Cycle (if any)
  - "View 13-18 Attendance" button to view attendance records submitted before 18-19 Cycle (see section 3.1.6)
  - "View Archived Attendance" button to view archived attendance records 3 years from cycle 19-20. (see section 3.1.7)

### 3.1 Submit New Attendance

To submit Generic Competencies attendance record, click the Submit New Attendance button and you will see the pop-up shown below:

Fields indicated with an asterisk* are	compulsory	
Farticipant's NRC		
Participant's Name		
CEA Registration No		
Name of EA		
EA License No		
Activity Type *	: Generic	
Provider Name*	4	3
Course Title*	4	
Course Start Date*	s []	
Course End Date*	: [ III	
CPD Credits* @	4	
Certificate *	2 Uptrest	
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#### Figure 8: Submit New Attendance – Individual Generic Competencies Course Submission (Salesperson)

To update the attendance record:

- 1. Key in the course provider's name in the text box provided.
- 2. Key in the course title in the text box provided.
- 3. Fill in the course start date, course end date and CPD Credits.
- 4. Upload the course certificate. Please upload PDF file only with a max file size of 5MB.
- 5. Click Submit once you have updated all the fields. There will be a pop-up notification informing that the attendance has been submitted successfully.

The new attendance record submitted will be displayed in the table as shown in Figure 9 with the status "Pending Approval". The status will be changed to "Pending" after approval by your KEO. You can delete the record within 3 calendar days when the status is on "Pending" or "Pending Approval". After 3 calendar days, "Pending" records will be changed to "Completed" and CPD credits will be recognised towards your CPD requirement fulfilment.

Generic Competencies courses submission that is rejected by KEO will have the Rejected- KEO status.

### Description of status

- Pending: The attendance record requires a 3 days lag time before the submission status is changed to Completed and calculated towards the salesperson's records. The Generic Competencies course attendance is being submitted by KEO/ KEO Authorised User, or by salespersons.
- Pending Approval: Generic Competencies courses submission that is pending approval from KEO
- Rejected KEO: Generic Competencies courses submission that is rejected by KEO

• Completed: Submission that is approved by KEO - both Professional Competencies and Generic Competencies

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	PRODUCT							
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ourse End Date	: 🗆			Status	: [AB			Ψ.
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Figure 9 : Attendance Record List

### 3.2 View Attendance Record

To view the record, click on the  $\Im$  icon beside the record. The attendance record pop up will appear as shown in Figure 9.

Participant's NRC	10 C	
Participant's Name	0	
CEA Registration No	40	
Name of EA	#[:	
EA License No		
Call Cycle	: 2018/2019	
Activity Type	Generic	
Provider Name	1.00	
Course Title	<ul> <li>International contraction</li> </ul>	
Course Start Date	: 81 Jul 2019	
Course End Date	1 3/ Jul 2019	
Session 10	E as	
Credit Hours	: 16	
Certificate	C THE REAL OF THE PARTY OF	
Status	: Pending Approval	

Figure 10 : View Attendance Record

Description:

#### 1. Attendance record details

Contains details of the attendance record that were submitted.

2. Status

You can only delete the records with "Pending" and "Pending Approval" status.

### 3. Close

Clicking Close will redirect you back to the Attendance Management page.

### 3.3 Search Attendance Record

You can look for your attendance record by using the following search filters under the Attendance Management page (refer to Figure 11).

- Course Title
- Course Start Date
- Course End Date
- Activity Type
- Credit Hours
- Status

To search for a record, you may fill in at least one of the fields above.

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HOME SALESPE	RSOM				CHANGE ROLE
• ATTENI		NANAGEMENT	- SALESPERSON		
Submit New At	DANCE I	MANAGEMENT	- SALESPERSON		
ATTEN     Submit New At     Course Title	DANCE I	MANAGEMENT	- SALESPERSON	: [Al	-
ATTENI Submit New At Course Title Course Start Date	DANCE I		- SALESPERSON Activity Type CPD Credits	: [Al	-

Figure 11 : Search Attendance Record

### 3.4 Delete Attendance Record

Deleting attendance record can only be done for record(s) that are in "Pending Approval" or "Pending" status.

To delete the attendance, click on the  $\boxed{1}$  icon beside the record.

### 3.5 Export Attendance Record

To download a report of your attendance records, click the **Export to Excel** button on the right-hand corner of the table (refer to Figure 12). The attendance file will be downloaded in .xls format

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ourse End Date	1	1	11 33	itatus	1	Alt		
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calendar days a	Course Provider	Data of Submission	Coverse Title	Course Start Date	Course Date	End Author Type	ity CPD Credits	Status

Figure 12 : Export Attendance Record

To export a selected record(s), you may proceed to search the record(s) by using the filter in section 3.1.3. and then clicking on the Export button shown in Figure 12.

### 3.6 View 13-18 Attendance

Clicking on "View 13-18 Attendance" allows salesperson to view the CPD record which were from cycle 13- 14, 14-15, 15-16, 16-17, 17-18 based on the old framework of 3Core, 6 Total requirement.

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Figure 13 : Attendance management for CPD cycle 13-18

To download a report of your Past Framework attendance records, click the **Export to Excel** button on the righthand corner of the table which show in Figure 14.. The attendance file will be downloaded.

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Figure 14 : Export attendance record to excel

### 3.7 View Archived Attendance

View archived attendance allow salesperson to view the attendance record for more than 3 years based on new framework (with effect from Cycle 19-20). By clicking on the button, Salesperson will be redirected to the page in Figure 15.

HOME SALESP	ERSON							CHANGE ROLE
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• ATTEN	DANC	E MANAG	EMENT - SA	LESPERSO	V			
Course Title				Activity Type	10	AB		~
Course Start Date		1	9	CPD Credits	E.			
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Search								
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Search Notice : Pending Approval Pending : Attenda calendar days and Action	: Attendunce roce record h d will then co	r record is pending as not been counte ant towards salespe Date of Submission	approval by KEO d towards salesperson's erson's CPD fulfilment Course Title	CPD fullfilment and can t CPD fullfilment and can t Course Start Date	nly filtered be deleted.	listing will be expo Status will be chan End Activity Typ=	rted and to 'Camp Greater	Eport to Excel
Search Notice : Pending Approval Pending Attenda calendar days and Action No records to disp	: Attendance rice record h d will their co parse Provider Nay.	record is pending as not been counte ant towards salespe Date-of Submission	approval by KEO d towards salesperson's ( erson's CPD fullfilment Course Title	CPD fullfilment and can t CPD fullfilment and can t Course Start Date	nty filtered be deleted. Course Date	IIsbing will be expo Status will be chan End Activity Type	ented I and a second se	Export to Excel pleted' within 3 Status

Figure 15 : View archived attendance

## 4 CPD Requirements Monitoring

This function is for you to track your CPD requirement fulfilment for a particular CPD cycle. Click on the Salesperson >> CPD Requirement Monitoring.



Figure 16 : Salesperson – CPD Requirement Monitoring

### 4.1 CPD Cycle Period

Salesperson are allowed to search the record by CPD Cycle period or status. Figure 17 shows the drop down for the CPD cycle period.

CPD Cycle Period ()	÷ (	-Select Cycle Period-	4	CPD Status	+	All	بر ا
		Select Cycle Period					
Search	View	18-19	,	d CPD Requirement			
	000	19-20					

Figure 17 : CPD Cycle Period

CPD requirements monitoring module will reflect the number of Credit hours (Professional Competencies and Generic Competencies) you are required to achieve in one CPD cycle.

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**Figure 18 : Requirement monitoring module** 

### Definitions

1. Action ( 🌖

To view the details of the attendance records for a particular CPD Cycle.

2. Personal Details

Your name, NRIC, and registration number will be displayed.

3. CPD Cycle

Define the particular CPD Cycle (i.e. from 1 Oct of a calendar year to 30 Sep of the following calendar year).

#### 4. Required CPD Credits

Number of professional competencies and generic competencies required for a particular CPD cycle.

Pls note that "Required CPD Credits" and "Achieved CPD Credits" will be a dash (-) for Salesperson with debt pool to fulfill. This is because Cycle 18-19 will reflect the number of credits required to fulfill debt pool for the past three cycles (Cycle 18-19, 17-18, 16-17).

#### 5. Achieved CPD Credits

Total number of Professional Competencies and Generic Competencies credit achieved for a particular CPD cycle. This is based on the attendance submitted and successfully validated in the system.

#### 6. CPD Status

The current status of CPD fulfilment for a particular CPD Cycle: Pass: The achieved credit met the required credit for the particular CPD Year Cycle. Fail: The achieved credit did not meet the required credit by the end of the particular CPD Year Cycle. Ongoing: The achieved credit has not meet the required credit while the CPD Cycle has not ended. Exempted: The salesperson is exempted from the CPD requirements for the particular CPD Cycle.

#### 7. Outstanding CPD credits

Shows the total credits remaining professional and generic competencies that a salesperson needs to complete for a particular CPD Cycle.

Pls note that Number of credits required to fulfill debt pool for the past three cycles will be converted and accumulated under "Outstanding CPD Credits" of 18-19 Cycle.

#### More information

With the introduction of the new CPD framework on 1 Oct 2019, the 18-19 cycle record here will display the translated Total Outstanding Requirement Credits, gathered from the past 3 CPD cycles i.e. 16-17, 17-18, 18-19.

"Required CPD Credits" and "Achieved CPD Credits" will be a dash (-).

Number of credits required to fulfill debt pool for the past three cycles will be converted and accumulated under "Outstanding CPD Credits" of 18-19 Cycle.

Records for cycle 18-19 will be shown in Past Framework records section if Salesperson had passed the CPD requirement before 1 Oct 2019.

CPD	Continuing Profess Development	ional				W	elcome Logout
HOME SA	LESPERSON						CHANGE ROLE
CPD	REQUIREM	IENTS MC	ONITORING	MODUL	.E		
I Note tran Fran	e: The Council for Estate Ag sitional period of 2018/201 nework and the CPD fulfiln	gencies (CEA) is imple 19 CPD cycle, hence y nent requirements.	ementing a new CPD Fran rou will see CPD2 status a	nework with effect 1 is "Pass". Please ref	rom 1 October 2019. C er to our website to fin	PD2 Requirement will d out more details on t	be waived for this the new CPD
I Note Crea	e: With the introduction of dits, gathered from the pas	the new CPD framew st 3 CPD cycles i.e. 16	vork on 1 Oct 2019, the 1 -17, 17-18, 18-19.	8-19 cycle record he	ere will display the tran	slated Total Outstandir	ng Requirement
CPD Cycle Peri	iod ()	: [	Select Cycle Period				~
					Only filtered lic	sting will be exported	X Export to Excel
Action	Salesperson	NRIC	Estate Agent	CPD Cycle	Required CPD Credits	Achieved CPD Credits	Outstanding CPD Credits
9	10000	-	And the second s	18-19	-	-	8P, 4G
3	10000-000	100401	Statute of	19-20	4P, 2G	0P, 0G	4P, 2G
			0.0				
Page size:	10 💌						2 items in 1 pages
Page size:	10 💌 le 18-19 will be shown in Pas	t Framework records se	ection if SP had passed the	CPD requirement bef	ore 1 Oct 2019		2 items in 1 pages
Page size: * Records for cycl	10 💌	it Framework records so	ection if SP had passed the	CPD requirement bef	ore 1 Oct 2019 D Requirement	View Archived	2 items in 1 pages

Figure 19 : Requirement monitoring module

### 4.2 View 13-18 CPD Requirement

Clicking on "View 13-18 CPD Requirement" allows salesperson to track the CPD requirement fulfilment for a particular CPD cycle of the past framework of 3 Core, 6 Total requirement. (before cycle 19-20)

Salesperson is able to track the CPD requirement fulfillment of past framework records by filtering based on the CPD Requirement Type, CPD Cycle Period, CPD Status.

Note: The Council 1					
000000000000000000000000000000000000000	Or Estate Agencies (CEA) is impleme	inting a new CPD Frame	work with effect fro	m 1 October 2019. CPD2 Requirement	suil be waived for this
transitional period Framework and the	of 2018/2019 CPD syde. Hence you CPD fulfilment requirements.	will see CPD2 status at	"Fass" Please refer	to our website to find out more detail	s on the new CPD
CPD Requirement Type :	CPD 1	•	CPD Status	: All	16
CPD Requirement Type : CPD Cycle Period @ :	CPD 1 -Select Cycle Period-	•] (	CPD Status	: 40	Ť.

Figure 20 : View 13-18 CPD Requirement Search Filter

### 4.2.1 CPD 1 Requirement

# (Sections 4.2.1 to 4.2.3: Refresher information on the old CPD framework for reference, when viewing past framework records.)

CPD 1 Requirement is the number of Credit Hours (i.e. Core, Non-Core, Total) you are required to achieve in one CPD Cycle.

						Logou
HOME SALESPERSON						CHANGE ROLE
CPD REQU	IREMENTS N	MONITORING	MODULE			
Note: The Council transitional period framework and th	for Estate Agencies (CEA) is in of 2018/2019 CPD cycle, her	mplementing a new CPD Fra nce you will see CPD2 status	mework with effect from 1.0 as "Pass". Please refer to our	Ictober 2019. CPO2 Re r website to find out m	quirement will be w nore details on the r	varved for this new CPD
Framework and be	a cro municipal administra	112				
CPD Requirement Type :	CPD 1	9	CPD Status	: All		~
CPD Requirement Type : CPD Cycle Period () :	CPD 1 -Select Cycle Period-	9) 51	CPD Status	t All		~]
CPD Requirement Type : CPD Cycle Period @ : Search	CPD 1 -Select Cycle Period-	9) 9) 9)	CPD Status	: All		v
CPD Requirement Type : CPD Cycle Period @ : Search	CPD 1 -Select Cycle Period-	9) 9) 9)	CPD Status	r. All		~]
CPD Requirement Type : CPD Cycle Period @ : Search	CPD 1 -Select Cycle Period-	9) (9)	CPD Status	r. All		~]
CPD Requirement Type : CPD Cycle Period @ : Search	CPD 1 -Select Cycle Period-	9) 9)	CPD Status	T. All	be suporting	Capert to Deal
CPD Requirement Type : CPD Cycle Period @ : Search	CPD 1 -Select Cycle Period-	9) 9)	CPD Status	T. All	be exported	Caport to Escal

Figure 21: View 13-18 Attendance - Requirement Monitoring Module - CPD 1

Definitions

### 1. Action ( 🌖

To view the details of the attendance records for a particular CPD 1 Cycle.

### 2. Personal Details

Your name, NRIC, and registration number will be displayed.

### 3. CPD 1 Cycle

Define the particular CPD 1 Cycle (i.e. from 1 Oct of a calendar year to 30 Sep of the following calendar year).

### 4. Required CPD 1

Number of core and total credit hours required for a particular CPD 1 cycle.

### 5. Achieved CPD 1

Number of core and total credit hours achieved for a particular CPD 1 cycle. This is based on the attendance submitted in the system.

### 6. CPD 1 Status

The current status of CPD 1 fulfilment for a particular CPD 1 Cycle

- Pass : The achieved credit hours met the required credit hours for the particular CPD 1 Year Cycle.
- Fail : The achieved credit hours did not meet the required credit hours by the end of the particular CPD 1 Year Cycle.
- Ongoing : The achieved credit hours have not met the required credit hours and the CPD 1 Cycle has not ended.
- Exempted : You are exempted from the CPD requirements for the particular CPD 1 Cycle.

### 7. Remaining Requirement

- NA : This means that the particular CPD 1 Cycle Fulfilment is not applicable for requirement calculation.
- Cleared : This status means the particular CPD 1 Cycle Fulfilment has been completed.
- Number of core and total hours remaining : This shows the remaining core and total credit hours that you need to complete for a particular CPD 1 Cycle.

### 4.2.2 CPD 2 Requirement

# (Sections 4.2.1 to 4.2.3: Refresher information on the old CPD framework for reference, when viewing past framework records.)

CPD 2 Requirement is the number of course sessions required for each type of core courses (i.e. C1, C2, C3) that you are required to achieve in 3 consecutive CPD Cycles.

			Weicom	t.
HOME SALESPERSON				CHANGE BOLE
CPD REQUIREMENTS	5 MONITORING MC	DULE		
Note: The Council for Estate Agencies (CE transitional period of 2018/2015 CPD byt Framework and the CPD fulfilment require	A) is implementing a new CPD Framework w is, hance you will see CPD2 statut as "Pass" ements.	ich effect from 1 Octobe Plazae refer to our web	r 2019. CPO2 Requirement libe to find out more detail	will be waived for this a on the new CPD
CPD Requirement Type : CPD 2	~ CPD St	atus ;	All	~]
CPO Cycle Period	od			
Search				
		Den	Read intro all be apported	I taport to facel
1 2	3	- Dray	titared lating will be exporte	Esport to Escal
1 Z Action Salesperson NRDC	3 Estate Agent CPD 2 Cycle	4 Required CPD2	Thered lating will be expose 5 6 chieved CPD2 CPD2 St	teport to facel 7 afters Remaining Requirement
Action Salesperson NRDC	3 Estate Agent CPD 2 Cycle 13-16	4 Required CPD2 A 1 (C1), 1 (C2), 1 ( (C3)	Itered lating will be expose 5 6 Chieved CPD2 CPD2 SI ICTI, 5 (C2), 2 Pass	aftas Requirement Cieared
Action Salesperson NRDC	3 Estate Agent CPD 2 Cycle 13-16 16-19	4 Required CPD2 1 (C1), 1 (C2), 1 (C3) 1 (C1), 1 (C2), 1 (C3)	Itered lating will be expose S Chieved CPD2 CPD2 CPD2 SI IC1], 5 (C2), 2 Pass IC1], 1 (C2), 1 Pass IC1], 1 (C2), 1 CPD2 SI	atus Cleared
1     2       Action     Salesperson     NRDC       Image: Size:     10     10	3 Estate Agent CPD 2 Cycle 13-16 16-19 44 4 1 •	4 Required CPD2 A 1 (C1), 1 (C2), 1 ( (C3) (C2), 1	Itered lating will be expose 5 6 Chieved CPD2 CPD2 51 IC1], 5 (C2), 2 Pass IC1], 1 (C2), 1 Pass	atus Remaining Requirement Cleared 2 items in 5 pages
1     2       Action     Salesperson     NRDC       •     •     •       •     •     •       •     •     •       •     •     •       •     •     •	3 Estate Agent CPD 2 Cycle 13-16 16-19	4 Required CPD2 A 1 (C1), 1 (C2), 1 1 (C3) 1 (C2), 1 (C2), 1 1 (C3)	Itered lating will be expose S 6 Chieved CPD2 CPD2 SI ICII, 5 (C2), 2 Pass ICII, 1 (C2), 1 Pass ICII, 1 (C2), 1 Pass	atus Remaining Requirement Cleared Cleared 2 Remain 5 pages

Figure 22 : View 13-18 Attendance - Requirement Monitoring Module - CPD 2

### Definitions

1. Action ( 🌖

To view the attendance submission details for a particular CPD 2 Cycle.

### 2. Personal Details

Your name, NRIC, and registration number will be displayed.

### 3. CPD 2 Cycle

Defined the 3 consecutive CPD Cycles applicable. E.g. "13-16" means that the 3 CPD cycles are the:

- a) 2013 CPD cycle (1 Oct 2013 to 30 Sep 2014)
- b) 2014 CPD cycle (1 Oct 2014 to 30 Sep 2015); and

c) 2015 CPD cycle (1 Oct 2015 to 30 Sep 2016).

#### 4. Required CPD 2

Total number of course sessions required for each Core Category (C1, C2, and C3) for a particular CPD 2 Cycle.

### 5. Achieved CPD 2

Total number of course sessions achieved for each Core Category (C1, C2, and C3) for a particular CPD 2 Cycle. This is based on the attendance submitted in the system.

### 6. CPD 2 Status

The current status of CPD 2 fulfilment for a particular CPD 2 Cycle

- Pass : The achieved course sessions met the required course sessions for each Core Category (C1, C2, and C3) for the particular CPD 2 Cycle.
- Fail : The achieved course sessions did not meet the required course sessions for each Core Category (C1, C2, and C3) by the end of the particular CPD 2 Cycle.
- Ongoing : The achieved course sessions have not met the required course sessions for each Core Category, however, the particular CPD 2 Cycle has yet to end.
- Exempted : You are exempted from the CPD requirements for the particular CPD 2 Cycle.

#### 7. Remaining Requirement

- NA : This status means the particular CPD 2 Cycle Fulfilment for the Salesperson is not applicable for requirement calculation.
- Cleared : This status means the particular CPD 2 Cycle Fulfilment for the Salesperson has been completed.
- Number of sessions remaining (Core Category) : This shows the remaining course sessions required for each Core Category that you need to complete for a particular CPD 2 Cycle.

### 4.2.3 CPD Overall Fulfilment

# (Sections 4.2.1 to 4.2.3: Refresher information on the old CPD framework for reference, when viewing past framework records.)

CPD Overall is the overall achievement of CPD1 and CPD2 requirements in one calendar year.

	ressional				Welcome,	Lognis
HDME SALESPERSON						CHANGE ROLE
CPD REQUIRE	EMENTS MONI		IODULI	E		
Note: The Council for Est transitional period of 201 Framework and the CPD	ate Agencies (CIA) is implementin 8/2019 CPD cycle, hence you will fulfilment requirements.	g a new CPD Framewo tee CPD2 status at "Pr	rk with effect fr 155°- Please refe	am 1 October 2019, d r to our website to fin	PD2 Requirement wi d out more details o	II be waived for this in the new CPD
CPD Requirement Type : Ov	erall CPD Fulfilment	~ CPI	0 Status	: All		
CPD Cycle Period 🕕 💠 🔄	elect Cycle Period	. w		SALUNITA A		
Search						
Salesperson NRIC	Registration Est Nomber Est	ate Agent CP	2 D Cycle	CPO1 Fulfilment Pass	CPD2 Fulfilmen Pass	Export to Excel      S      Overall CPD.     Fulltiment Status      Pass
				-		
		20	119	Ongoing	Pass	Ongoing
Page size: 12 •		20 	n9 > +	Ongoing	Pass	Ongoing 2 items in 1 pages
Page size: 10 . *		8 C D	119 • •	Ongoing	Pass	Ongoing 2 items in T pages
Page size: 12 *		a a	ng	Ongoing	Pass	Ongoing 2 Items in 1 pages

Figure 23 : View 13-18 Attendance - Requirement Monitoring Module - CPD Overall Fulfilment

Definitions

1. Personal Details

Your name, NRIC, registration number, and the Estate Agent you are under will be displayed.

2. CPD Overall Cycle

A cycle is from 1 January to 31 December of a year, i.e. cycle 2017 means from 1 January 2017 – 31 December 2017.

#### 3. CPD 1 Fulfilment

The status that is displayed because of checking all CPD1 requirements against all CPD1 requirements that are passed by the end of CPD overall cycle (end of year).

- Pass : You have achieved all your CPD1 requirements.
- Ongoing : You have not achieved all your CPD1 requirements while the CPD overall cycle has not yet ended.
- Fail : You have not achieved all your CPD1 requirements by the end of the year.
- Exempted : You are not required to fulfill your CPD1 requirements for the particular CPD1 cycle.

#### 4. CPD2 Fulfilment

The status that is displayed because of checking all CPD2 requirements against all CPD2 requirements that are passed by the end of CPD overall cycle (end of year).

- Pass : You have achieved all your CPD2 requirements while the CPD overall cycle has not yet ended.
- Ongoing : You have not achieved all your CPD2 requirements while the CPD overall cycle has not yet ended.
- Fail : You have not achieved all your CPD2 requirements by the end of the year.
- Exempted : You are not required to fulfill the CPD2 requirements for the particular CPD2 cycle.

#### 5. Overall CPD Fulfilment Status

Please refer to Table 1 for a visualization of the explanation below.

- If both CPD1 overall and CPD2 overall status = EXEMPTED, then CPD overall status = EXEMPTED.
- If either CPD1 overall or CPD2 overall status = FAIL, then CPD overall status = FAIL.
  - If CPD1 or CPD2 status = ONGOING. This conditional will check for two things. 1. If it is CPD1 overall status = ONGOING, then CPD overall status = ONGOING. 2. If it is CPD2 overall status = ONGOING, it will check whether the current CPD2 cycle is in the third year or not. If it is not in the third year, then CPD overall status = PASS despite CPD1 overall status = PASS or EXEMPTED. If it is in the third year, then it will follow the CPD2 overall status making the CPD overall status = ONGOING.

<b>Overall Fulfilment Cycle</b>	CPD1	CPD2
Fail	Fail	Fail
Fail	Fail	Pass
Fail	Fail	Ongoing
Fail	Pass	Fail
Fail	Ongoing	Fail
Ongoing	Ongoing	Pass
Ongoing Ongoing	Ongoing Pass	Pass Ongoing
Ongoing Ongoing Ongoing	Ongoing Pass Ongoing	Pass Ongoing Ongoing
Ongoing Ongoing Ongoing Pass	Ongoing Pass Ongoing Pass	Pass Ongoing Ongoing Pass
Ongoing Ongoing Ongoing Pass Pass	Ongoing Pass Ongoing Pass Pass	Pass Ongoing Ongoing Pass Ongoing

#### Table 1. CPD Overall Status Scenario

### 4.3 VIew Archived CPD Requirement

View archived CPD requirements allow salesperson to view the CPD records for more than 3 years based on new

framework (with effect from Cycle 19-20). By clicking on the button will redirected to the page in Figure 24.

	Dertempinin					0.000 0.000	Logo
HOME SA	NESPERSION						CHANGE ROLI
CPD	REQUIREM	IENTS MO	ONITORING	G MODUI	LE		
Note     tran     Fran	e: The Council for Estate Aj sitional period of 2018/201 rework and the CPD fulfilm	gencies (CEA) is empl 9 CPD cycle, hence vent requirements.	ementing a new CPD Fo you will see CPD2 status	mework with effect as "Páis". Please re	from 1 October 2019. Of fer to our website to find	702 Requirement will b d out more details on t	ar waived for this he new CPD
CPD Cycle Per	iod @	1.6	-Select Cycle Period-				2
Search							
Action	Salesperson	NRIC	Estate Agent	CPD Cycle	Only filtered listin Required CPD Credits	g will be expirited. Achieved CPD Credits	U Export to Ease Outstanding CPD Credits
Action	Salesperson	NRIC	Estate Agent	CPD Cycle 18-19	Only different listin Required CPD Credits	g will be expirited. Achieved CPD Credits	Ourstanding CPC Credits 8P, 2G
Action	Salesperson Salesperson	NRIC	Estate Agent	CPD Cycle 18-19	Only filtered listin Required CPD Credits	g will be experted. Achieved CPD Credits	Curstanding CPC Credits 8P, 2G 1 itema in 1 pages
Action	Salesperson Internetion	NRIC	Estato Agont	CPD Cycle 18-19	Only filtered listin Required CPD Credits	g will be expirited.	Cutstanding CPC Credits BP, 2G 1 Items in 1 pages

Figure 24 : View Archived CPD requirement - CPD Requirement Monitoring Module