

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	Author	Description
1.0	18 Aug 2017	Xtremax	Initial
2.0	7 Aug 2018	Xtremax	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	Xtremax	CPD Revamp
3.1	2 Sep 2019	Xtremax	- Added Rate Core Course -Renaming View 13-18 Attendance and View 13-18 CPD Requirement to View Past Attendance and View Past CPD Requirement for CPD revamp -Updating the screenshots

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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 www.cea.gov.sg/cpd. Click on the login tab on the right side of the top bar as shown below:



Figure 1: CPD Microsite – Login tab

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

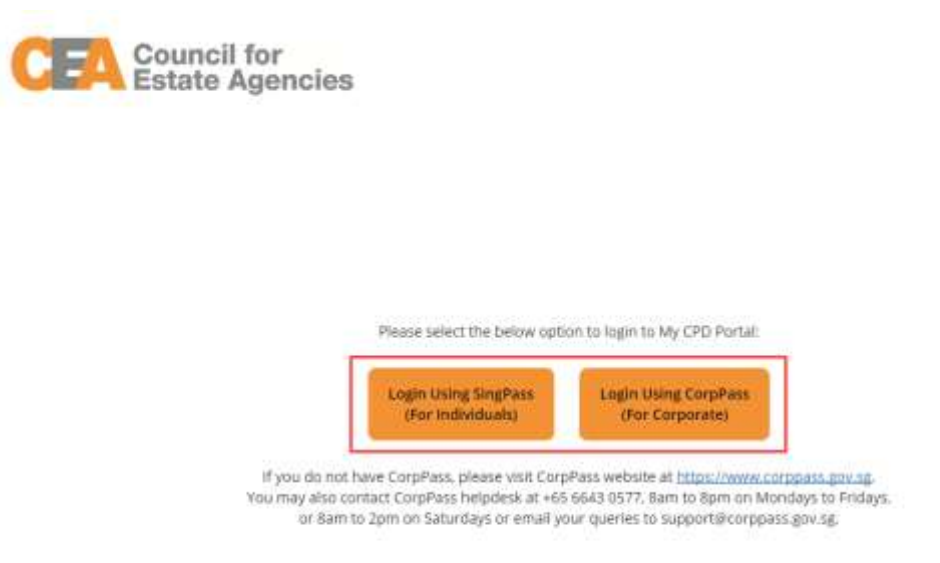


Figure 2: SingPass and CorpPass Login Option Landing Page

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

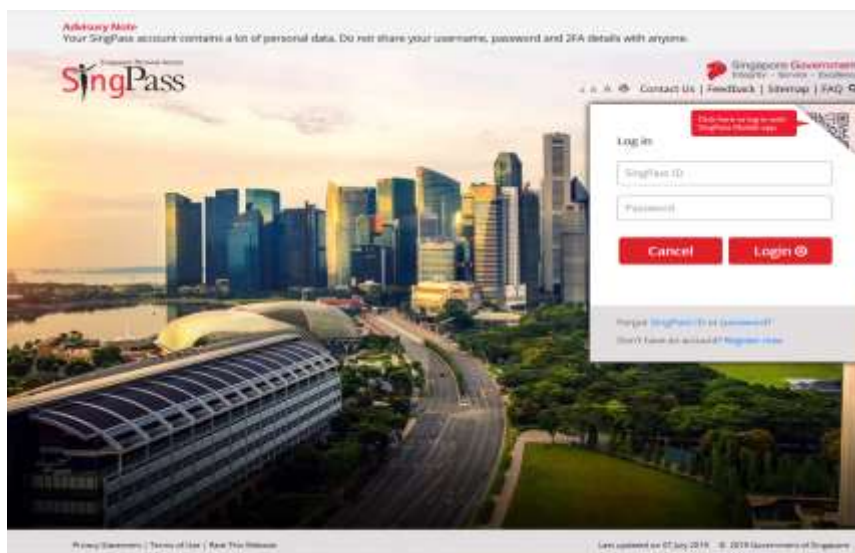


Figure 3: Singpass Login Page

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

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Best viewed in IE 9, Chrome 43, Firefox 39, Safari 8

Figure 4: Role dashboard

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Welcome,
[Logout](#)

HOME

SALESPERSON **2**

CHANGE ROLE **1**

DASHBOARD

User Details

Salesperson ID

Salesperson Name

Estate Agent

Industry Join Date

Registration Start Date

Registration End Date

CPD Details

CPD Credits

Fulfill 4P Credits and 2G Credits between 1st Oct (previous year) to 30 Sep (current year)

Status

Achieved

0P, 0G

Outstanding

4P, 2G

View Records

A minimum of 4P and 2G is required for your Renewal per CPD Cycle

Note: The Council for Estate Agencies (CEA) is implementing a new CPD Framework with effect from 1 October 2019. CPD2 Requirement will be waived for this transitional period of 2018/2019 CPD cycle, hence you will see CPD2 status as "Pass". Please refer to our website to find out more details on the new CPD Framework and the CPD fulfillment requirements.

Recent Attendance Submission

Action	Updated Date	Course Title	Course Provider Name	Activity type	CPD Credits	Status	Average Rating
	16 Jul 2019			Generic	1G	Completed	-
	11 Jul 2019			Generic	1G	Pending Approval	-

View More →

Recent Course Training Session Conducted

Course Title	Course ID	Session ID	Date & Time	Venue Address	Room	CPD Credits Awarded
			19/07/2019			2P
			20/07/2019			2P
			20/07/2019			2P

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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Welcome,

Logout

HOME

SALESPERSON

CHANGE ROLE

ATTENDANCE MANAGEMENT - SALESPERSON

Submit New Attendance

Course Title

:

Activity Type

:

All

Course Start Date

:

CPD Credits

:

Course End Date

:

Status

:

All

Search

Only filtered listing will be exported.

Export to Excel

Notice :

Pending Approval : Attendance record is pending approval by KEO

Pending : Attendance record has not been counted towards salesperson's CPD fulfillment and can be deleted. Status will be changed to "Completed" within 3 calendar days and will then count towards salesperson's CPD fulfillment

Action	Course Provider	Date of Submission	Course Title	Course Start Date	Course End Date	Activity Type	CPD Credits	Status
		20 Aug 2019		17 Aug 2019	18 Aug 2019	Generic	2G	Completed
		09 Aug 2019		07 Aug 2019	08 Aug 2019	Professional	2P	Completed
		21 Aug 2019		06 Aug 2019	06 Aug 2019	Generic	2G	Pending Approval
		21 Aug 2019		05 Aug 2019	06 Aug 2019	Generic	4G	Pending Approval
		21 Aug 2019		02 Aug 2019	02 Aug 2019	Generic	2G	Pending Approval
		21 Aug 2019		01 Aug 2019	01 Aug 2019	Generic	2G	Pending Approval
		16 Aug 2019		31 Jul 2019	31 Jul 2019	Generic	1G	Pending Approval
		21 Aug 2019		30 Jul 2019	30 Jul 2019	Generic	2G	Pending Approval
		16 Aug 2019		24 Aug 2016	30 Aug 2016	Generic	8G	Completed

Page size: 10

9 items in 1 pages

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

View Past Attendance

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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 Past Attendance” button to view past attendance records (see section 3.6).

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:

The screenshot shows a web form titled "ATTENDANCE RECORD". Below the title, a note states: "Fields indicated with an asterisk* are compulsory". The form contains several input fields: "Participant's NRIC", "Participant's Name", "CEA Registration No", "Name of EA", "EA License No", "Activity Type*" (with a dropdown menu showing "Generic"), "Provider Name*", "Course Title*", "Course Start Date*", "Course End Date*", "CPD Credits* @", and "Certificate*". The "Certificate*" field has an "Upload" button next to it. At the bottom of the form, there is a red text warning: "Please upload pdf with max file size 5 MB". At the very bottom, there are two buttons: "Submit" (in orange) and "Cancel" (in grey).

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 recognized 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 Authorized 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



Continuing Professional Development

Welcome, Xtremax SP Ongoing Estate Agent TQMA
[Logout](#)

HOME
SALESPERSON
CHANGE ROLE

ATTENDANCE MANAGEMENT - SALESPERSON

Submit New Attendance

Course Title :
Activity Type :

Course Start Date :
CPD Credits :

Course End Date :
Status :

Search

Only filtered listing will be exported.

Export to Excel

Notice :
Pending Approval : Attendance record is pending approval by KEO
Pending : Attendance record has not been counted towards salesperson's CPD fulfillment and can be deleted. Status will be changed to "Completed" within 3 calendar days and will then count towards salesperson's CPD fulfillment

Action	Course Provider	Date of Submission	Course Title	Course Start Date	Course End Date	Activity Type	CPD Credits	Status
	Course Provider UXQ	28 Aug 2019	UAT - Rate Core Course 3	24 Aug 2019	24 Aug 2019	Professional	3P	Completed
	Course Provider UXQ	28 Aug 2019	UAT - Rate Core Course 1	24 Aug 2019	24 Aug 2019	Professional	2P	Completed
	Course Provider UXQ	28 Aug 2019	UAT - Rate Core Course 2	24 Aug 2019	24 Aug 2019	Professional	4P	Completed
	Course Provider UXQ	22 Aug 2019	Course for Salesperson XEOZ	20 Aug 2019	20 Aug 2019	Professional	2P	Completed
	Course Provider 1	22 Aug 2019	Advance Calculation	19 Aug 2019	19 Aug 2019	Generic	6G	Completed
	Test	20 Aug 2019	Testing Only	17 Aug 2019	18 Aug 2019	Generic	2G	Completed
	Course Provider 1	21 Aug 2019	Market Strategy and Analysis	15 Aug 2019	15 Aug 2019	Generic	4G	Pending Approval
	Course Provider 8	21 Aug 2019	Market Strategy	13 Aug 2019	13 Aug 2019	Generic	3G	Pending Approval
	Everest Best Pte Ltd	26 Aug 2019	Effective communication course	13 Aug 2019	13 Aug 2019	Generic	2G	Pending Approval
	Course Provider UXQ	09 Aug 2019	Course for Salesperson ZOKN	07 Aug 2019	08 Aug 2019	Professional	2P	Completed

Page size: 10

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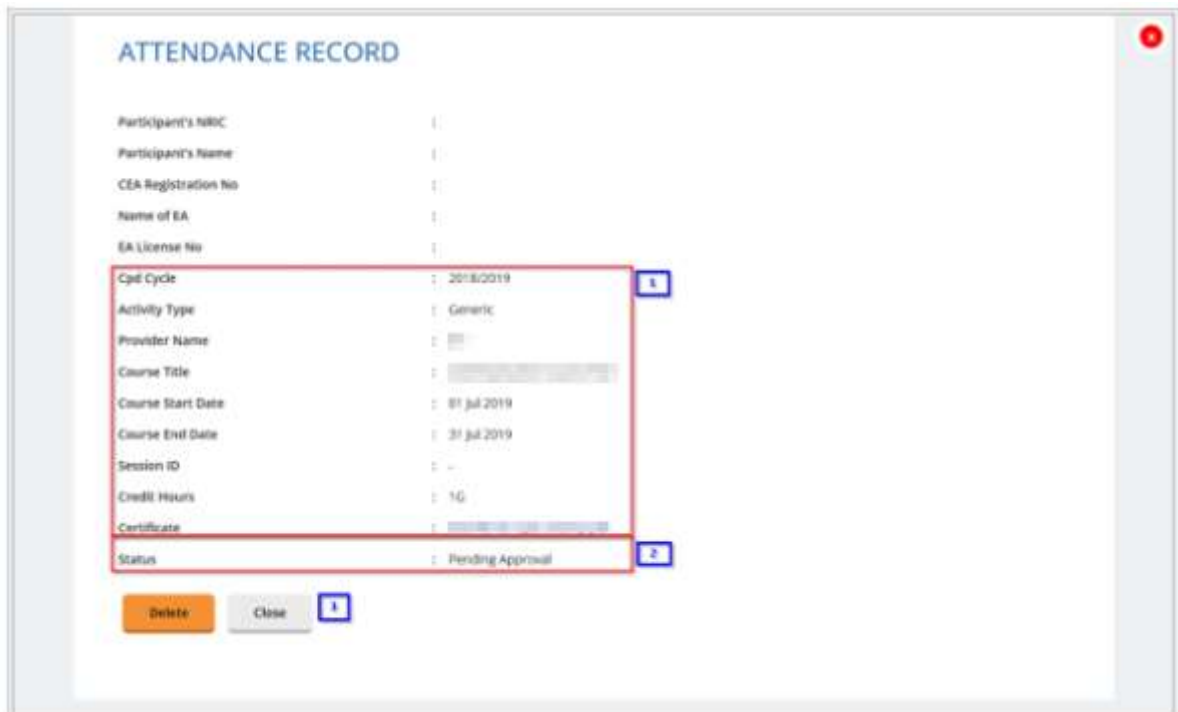
44 items in 5 pages

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

Figure 9: Attendance Record List

3.2 View Attendance Record

To view the record, click on the  icon beside the record. The attendance record pop up will appear as shown in Figure 10.



The figure shows a pop-up window titled "ATTENDANCE RECORD". It contains a form with the following fields and values:

Field	Value
Participant's NRIC	
Participant's Name	
CEA Registration No	
Name of EA	
EA License No	
CPD Cycle	2018/2019
Activity Type	Generic
Provider Name	
Course Title	
Course Start Date	01 Jul 2019
Course End Date	31 Jul 2019
Session ID	
Credit Hours	1.0
Certificate	
Status	Pending Approval

At the bottom of the form, there are three buttons: "Delete" (orange), "Close" (grey), and a blue button with a magnifying glass icon. A red box highlights the "CPD Cycle" through "Certificate" fields, and a blue box highlights the "Status" field. A red circle with a white dot is in the top right corner of the pop-up window.

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.

The screenshot shows the 'ATTENDANCE MANAGEMENT - SALESPERSON' page. At the top left is the 'CPD Continuing Professional Development' logo. At the top right, it says 'Welcome, Xtremax SP Ongoing Estate Agent TQMA' with a 'Logout' link. Below this is an orange navigation bar with 'HOME', 'SALESPERSON', and 'CHANGE ROLE' links. The main heading is 'ATTENDANCE MANAGEMENT - SALESPERSON'. Below the heading is a 'Submit New Attendance' button. The search form contains four fields: 'Course Title' (text input), 'Course Start Date' (date input with a calendar icon), 'Course End Date' (date input with a calendar icon), 'Activity Type' (dropdown menu with 'All' selected), 'CPD Credits' (text input), and 'Status' (dropdown menu with 'All' selected). A 'Search' button is located at the bottom left of the form.

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  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

Continuing Professional Development

Welcome,

Logout

HOME

SALESPERSON

CHANGE ROLE

ATTENDANCE MANAGEMENT - SALESPERSON

Submit New Attendance

Course Title

:

Activity Type

:

All

Course Start Date

:

CPD Credits

:

Course End Date

:

Status

:

All

Search

Only filtered listing will be exported.

Export to Excel

Notice :

Pending Approval : Attendance record is pending approval by KEO

Pending : Attendance record has not been counted towards salesperson's CPD fulfillment and can be deleted. Status will be changed to "Completed" within 3 calendar days and will then count towards salesperson's CPD fulfillment

Action	Course Provider	Date of Submission	Course Title	Course Start Date	Course End Date	Activity Type	CPD Credits	Status
		20 Aug 2019		17 Aug 2019	18 Aug 2019	Generic	2G	Completed
		09 Aug 2019		07 Aug 2019	08 Aug 2019	Professional	2P	Completed

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 Past Attendance

Clicking on “View Past Attendance” allows salesperson to view past CPD records from the past CPD framework.

Continuing Professional Development

Welcome.

Logout

HOME

SALESPERSON

CHANGE ROLE

ATTENDANCE MANAGEMENT - SALESPERSON

Course Title

:

Course Start Date

:

Course End Date

:

Activity Type

:

All

Credit Hours

:

Status

:

All

Search

Only filtered listing will be exported

Export to Excel

Notice :

Pending Approval : Attendance record is pending approval by XEO

Pending : Attendance record has not been counted towards salesperson's CPD fulfillment and can be deleted. Status will be changed to "Completed" within 3 calendar days and will then count towards salesperson's CPD fulfillment.

Action	Course Provider	Date of Submission	Course Title	Course Start Date	Course End Date	Activity Type	Credit Hours	Status
		30 Oct 2018		12 Mar 2018	12 Mar 2018	Core	2	Completed
		30 Oct 2018		10 Mar 2018	10 Mar 2018	Core	2	Completed
		30 Oct 2018		09 Mar 2018	09 Mar 2018	Core	2	Completed

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 right-hand corner of the table which show in Figure 14. The attendance file will be downloaded.

CPD

Continuing Professional Development

Welcome, [Logout](#)

HOME

SALESPERSON

CHANGE ROLE

ATTENDANCE MANAGEMENT - SALESPERSON

Course Title

1

Activity Type

:

All

Course Start Date

1

Credit Hours

:

Course End Date

1

Status

:

All

Search

Only filtered listing will be exported

Export to Excel

Notice :

Pending Approval : Attendance record is pending approval by KEO

Pending : Attendance record has not been counted towards salesperson's CPD fulfillment and can be deleted. Status will be changed to "Completed" within 3 calendar days and will then count towards salesperson's CPD fulfillment

Action	Course Provider	Date of Submission	Course Title	Course Start Date	Course End Date	Activity Type	Credit Hours	Status
		30 Oct 2018		12 Mar 2018	12 Mar 2018	Core	2	Completed
		30 Oct 2018		10 Mar 2018	10 Mar 2018	Core	2	Completed
		30 Oct 2018		09 Mar 2018	09 Mar 2018	Core	2	Completed

Figure 14: Export attendance record to excel

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 15: Salesperson – CPD Requirement Monitoring

4.1 CPD Cycle Period

Salesperson can search the record by CPD Cycle period or status. Figure 16 shows the drop down for the CPD cycle period.

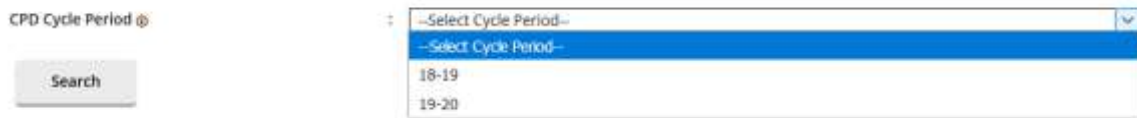
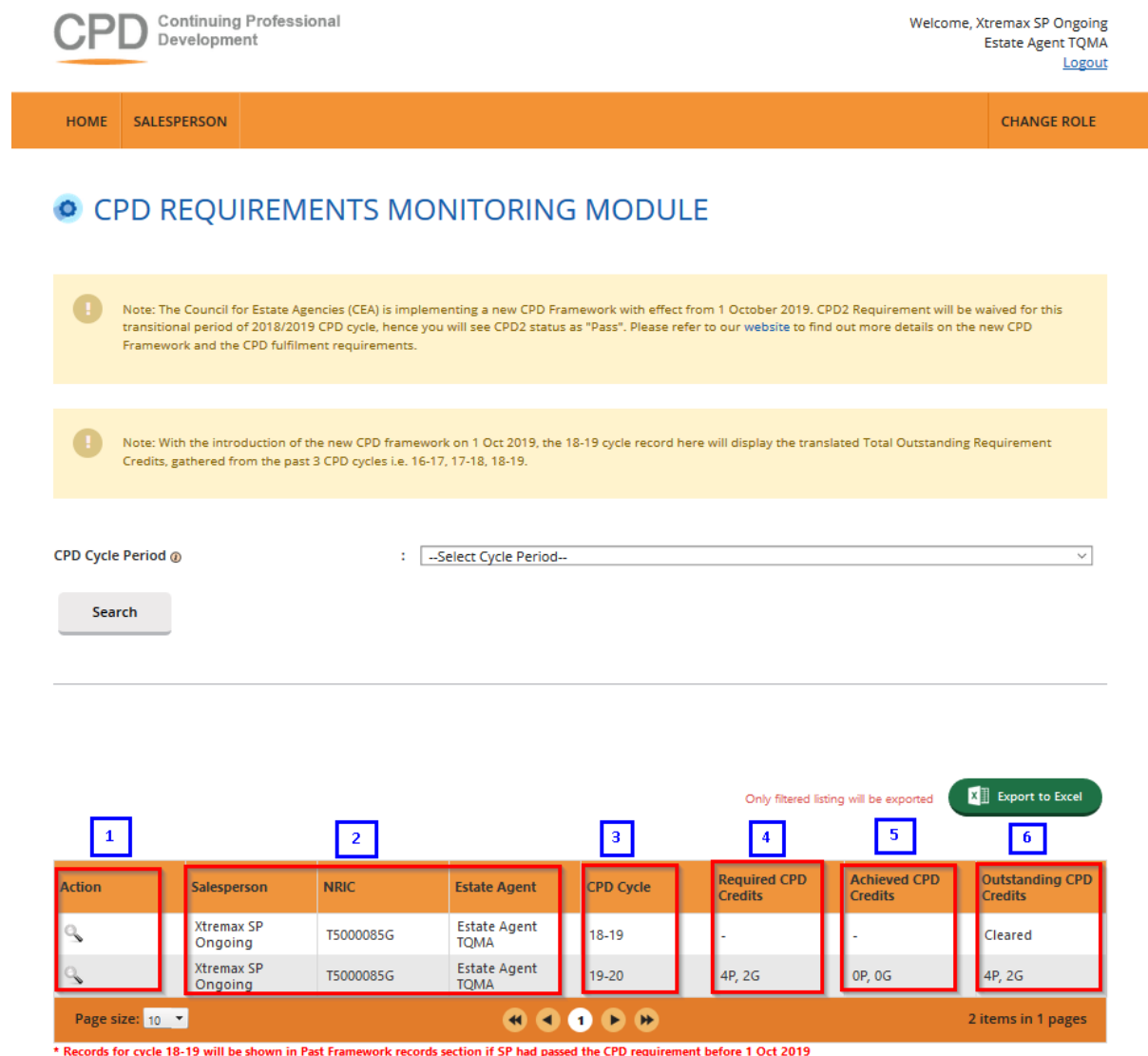


Figure 16: CPD Cycle Period

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.



CPD Continuing Professional Development

Welcome, Xtremax SP Ongoing
Estate Agent TQMA
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HOME SALESPERSON CHANGE ROLE

CPD REQUIREMENTS MONITORING MODULE

Note: The Council for Estate Agencies (CEA) is implementing a new CPD Framework with effect from 1 October 2019. CPD2 Requirement will be waived for this transitional period of 2018/2019 CPD cycle, hence you will see CPD2 status as "Pass". Please refer to our [website](#) to find out more details on the new CPD Framework and the CPD fulfilment requirements.

Note: 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.

CPD Cycle Period : --Select Cycle Period--

Search

Only filtered listing will be exported [Export to Excel](#)

1	2	3	4	5	6		
Action	Salesperson	NRIC	Estate Agent	CPD Cycle	Required CPD Credits	Achieved CPD Credits	Outstanding CPD Credits
	Xtremax SP Ongoing	T5000085G	Estate Agent TQMA	18-19	-	-	Cleared
	Xtremax SP Ongoing	T5000085G	Estate Agent TQMA	19-20	4P, 2G	0P, 0G	4P, 2G

Page size: 10 2 items in 1 pages

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

Figure 17: 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. 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 “View Past CPD Requirement” if Salesperson passed the CPD requirement before 1 Oct 2019.

CPD REQUIREMENTS MONITORING MODULE

1 Note: The Council for Estate Agencies (CEA) is implementing a new CPD Framework with effect from 1 October 2019. CPD2 Requirement will be waived for this transitional period of 2018/2019 CPD cycle, hence you will see CPD2 status as "Pass". Please refer to our [website](#) to find out more details on the new CPD Framework and the CPD fulfillment requirements.

1 Note: 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).

CPD Cycle Period @

:

Search

Only Altered listing will be exported

Export to Excel

Action	Salesperson	NRIC	Estate Agent	CPD Cycle	Required CPD Credits	Achieved CPD Credits	Outstanding CPD Credits
	Xtremax SP Ongoing	T5000005G	Estate Agent TQMA	18-19	-	-	Cleared
	Xtremax SP Ongoing	T5000005G	Estate Agent TQMA	19-20	4P, 2G	0P, 0G	4P, 2G

Page size: 10

« 1 »

2 items in 1 pages

* Records for cycle 18-19 will be shown in Past framework records section if SP had passed the CPD requirement before 1 Oct 2019

View Past CPD Requirement

Figure 18: Requirement monitoring module

4.2 View Past CPD Requirement

Clicking on “View Past CPD Requirement” allows salesperson to view the CPD requirement fulfilment for a particular CPD cycle from the past CPD framework.

Salesperson is able filter the records by CPD Requirement Type, CPD Cycle Period and CPD Status.



The screenshot shows the 'CPD REQUIREMENTS MONITORING MODULE' interface. At the top, there is a yellow informational banner with a note about the CEA implementing a new CPD Framework with effect from 1 October 2019, stating that CPD2 Requirement will be waived for this transitional period of 2018/2019 CPD cycle, and users will see CPD2 status as 'Pass'. Below the banner, there are three filter dropdowns: 'CPD Requirement Type' set to 'CPD 1', 'CPD Status' set to 'All', and 'CPD Cycle Period @' set to '--Select Cycle Period--'. A 'Search' button is located below these filters.

Figure 19: View Past CPD Requirement Search Filter

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

4.2.1 CPD 1 Requirement

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

Continuing Professional Development

Welcome,

Logout

HOME

SALESPERSON

CHANGE ROLE

CPD REQUIREMENTS MONITORING MODULE

Note: The Council for Estate Agencies (CEA) is implementing a new CPD Framework with effect from 1 October 2019. CPD2 Requirement will be waived for this transitional period of 2018/2019 CPD cycle, hence you will see CPD2 status as "Pass". Please refer to our website to find out more details on the new CPD Framework and the CPD fulfillment requirements.

CPD Requirement Type :

CPD 1

CPD Status :

All

CPD Cycle Period ⓘ :

--Select Cycle Period--

Search

1

2

3

4

5

6

7

Only filtered items will be exported

Export to Excel

Action	Salesperson	NRIC	Estate Agent	CPD 1 Cycle	Required CPD1	Achieved CPD1	CPD1 Status	Remaining Requirement
				13-14	3 (Core), 6 (Total)	6 (Core), 6 (Total)	Pass	Cleared

Figure 20: View Past 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.

My CPD Portal (version 2.0)

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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.

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

4.2.2 CPD 2 Requirement

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.

Note: The Council for Estate Agencies (CEA) is implementing a new CPD Framework with effect from 1 October 2019. CPD2 Requirement will be waived for this transitional period of 2018/2019 CPD cycle, hence you will see CPD2 status as "Pass". Please refer to our [website](#) to find out more details on the new CPD Framework and the CPD fulfillment requirements.

CPD Requirement Type : CPD Status :
 CPD Cycle Period @ :

1

2

3

4

5

6

7

Only filtered listing will be exported

Export to Excel

Action	Salesperson	NRIC	Estate Agent	CPD 2 Cycle	Required CPD2	Achieved CPD2	CPD2 Status	Remaining Requirement
				13-16	1 (C1), 1 (C2), 1 (C3)	1 (C1), 5 (C2), 2 (C3)	Pass	Cleared
				16-19	1 (C1), 1 (C2), 1 (C3)	1 (C1), 1 (C2), 1 (C3)	Pass	Cleared

Page size: 10

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2 items in 1 pages

Definitions

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

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

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

- 2013 CPD cycle (1 Oct 2013 to 30 Sep 2014)
- 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.

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

4.2.3 CPD Overall Fulfilment

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

Continuing Professional Development

Welcome,

Logout

HOME

SALESPERSON

CHANGE ROLE

CPD REQUIREMENTS MONITORING MODULE

1

Note: The Council for Estate Agencies (CEA) is implementing a new CPD Framework with effect from 1 October 2019. CPD2 Requirement will be waived for this transitional period of 2018/2019 CPD cycle, hence you will see CPD2 status as "Pass". Please refer to our [website](#) to find out more details on the new CPD Framework and the CPD fulfillment requirements.

CPD Requirement Type

Overall CPD Fulfilment

CPD Status

All

CPD Cycle Period @

--Select Cycle Period--

Search

Only filtered listing will be exported

Export to Excel

Salesperson	NRIC	Registration Number	Estate Agent	CPD Cycle	CPD1 Fulfilment	CPD2 Fulfilment	Overall CPD Fulfilment Status
				2017	Pass	Pass	Pass
				2019	Ongoing	Pass	Ongoing

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2 items in 1 pages

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Best viewed in IE 9, Chrome 43, Firefox 39, Safari 8

Figure 22: View Past 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.

Table 1. CPD Overall Status Scenario

Overall Fulfilment Cycle	CPD1	CPD2
Fail	Fail	Fail
Fail	Fail	Pass
Fail	Fail	Ongoing
Fail	Pass	Fail
Fail	Ongoing	Fail
Ongoing	Ongoing	Pass
Ongoing	Pass	Ongoing
Ongoing	Ongoing	Ongoing
Pass	Pass	Pass
Pass	Pass	Ongoing
Exempted	Exempted	Exempted

5 Course Ratings

This function is for you to rate the Professional Competencies course that you have completed attendance. Click on the Salesperson >> Attendance Management.



Figure 23: Rate Core Course - Attendance Management Module

Clicking on Stars icon in the Action column to rate the Professional Competencies course that have completed attended.

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HOME

SALESPERSON

CHANGE ROLE

ATTENDANCE MANAGEMENT - SALESPERSON

Submit New Attendance

Course Title

Activity Type

Course Start Date

CPD Credits

Course End Date

Status

Search

Only filtered items will be exported

Export to Excel

Notice 1

Pending Approval: Attendance record is pending approval by XEC

Pending: Attendance record has not been counted towards salesperson's CPD fulfillment and can be deleted. Status will be changed to "Completed" within 3 calendar days and will then count towards salesperson's CPD fulfillment

Action	Course Provider	Date of Submission	Course Title	Course Start Date	Course End Date	Activity Type	CPD Credits	Status	
		Course Provider UNQ	28 Aug 2019	UAT - Rate Core Course 3	24 Aug 2019	24 Aug 2019	Professional	3P	Completed
		Course Provider UNQ	28 Aug 2019	UAT - Rate Core Course 1	24 Aug 2019	24 Aug 2019	Professional	2P	Completed
		Course Provider UNQ	28 Aug 2019	UAT - Rate Core Course 2	24 Aug 2019	24 Aug 2019	Professional	4P	Completed
		Course Provider UNQ	22 Aug 2019	Course for Salesperson XBOZ	20 Aug 2019	20 Aug 2019	Professional	2P	Completed
		Course Provider T	22 Aug 2019	Advance Calculation	19 Aug 2019	19 Aug 2019	Generic	4G	Completed
		Test	20 Aug 2019	Statutory Only	17 Aug 2019	18 Aug 2019	Generic	2G	Completed
		Course Provider I	21 Aug 2019	Market Strategy and Analysis	19 Aug 2019	19 Aug 2019	Generic	4G	Pending Approval
		Course Provider B	21 Aug 2019	Market Strategy	19 Aug 2019	19 Aug 2019	Generic	3G	Pending Approval
		Everest Build Pte Ltd	26 Aug 2019	Effective communication course	18 Aug 2019	18 Aug 2019	Generic	2G	Pending Approval
		Course Provider UNQ	09 Aug 2019	Course for Salesperson ZOMH	07 Aug 2019	08 Aug 2019	Professional	2P	Completed

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44 items in 5 pages

Figure 24: Rate Core Course: Attendance listing

Clicking on Stars icon the pop-up screen will show in Figure 25. The stars will turn yellow upon clicking which is shown at Figure 26.

COURSE SESSION RATING

Course Provider	: CorpPass Test
Course Title	: UAT - Rate Core Course 1
Course Start Date	: 24 Aug 2019
Course End Date	: 24 Aug 2019
Trainer	: S9990043A Trainer
Overall Rating	: Please rate the recent course you attended based on your overall satisfaction on its usefulness,

1 Star: Course is **not** useful or relevant to the learning objectives.
2 Stars: Course is **hardly** useful or relevant to the learning objectives.
3 Stars: Course is **somewhat** useful and relevant to the learning objectives.
4 Stars: Course is useful and relevant to the learning objectives.
5 Stars: Course is **very** useful and relevant to the learning objectives.

★ ★ ★ ★ ★

Submit
Close

Figure 25: Rate Core Course: Course Session Rating

COURSE SESSION RATING

Course Provider	: CorpPass Test
Course Title	: UAT - Rate Core Course 1
Course Start Date	: 24 Aug 2019
Course End Date	: 24 Aug 2019
Trainer	: S9990043A Trainer
Overall Rating	: Please rate the recent course you attended based on your overall satisfaction on its usefulness,

1 Star: Course is **not** useful or relevant to the learning objectives.
2 Stars: Course is **hardly** useful or relevant to the learning objectives.
3 Stars: Course is **somewhat** useful and relevant to the learning objectives.
4 Stars: Course is useful and relevant to the learning objectives.
5 Stars: Course is **very** useful and relevant to the learning objectives.

★ ★ ★ ★ ★

Submit
Close

Figure 26: Rate Core Course: Stars turn yellow upon clicking

Clicking on Submit button and the successfully rating message will display which is show at Figure 29.

Only filtered listing will be exported: [Export to Excel](#)

COURSE SESSION RATING

Course Provider : CorpPass Test

Course Title : UAT - Rate Core Course 1

Course Start Date : 24 Aug 2019

Course End Date : 24 Aug 2019

Trainer :

Overall Rating :

Success..

Rating and Attendance Successfully Submitted

Based on your overall satisfaction on its and the conduciveness of the training venue.

learning objectives.

to the learning objectives.

3 Stars: Course is **somewhat** useful and relevant to the learning objectives.

4 Stars: Course is **useful** and relevant to the learning objectives.

5 Stars: Course is **very** useful and relevant to the learning objectives.

★ ★ ★ ★ ★

If you like to provide more feedback about the course session please fill in the detail in the [CPD Course Feedback Form](#)

[Submit](#) [Close](#)

Page size: 10 44 items in 5 pages

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

Figure 27: Rate Core Course: Successfully rating message

Salesperson are only allowed to rate the course once. Once the rating is given, salesperson is not able to see the star icon in the Action column for the particular course anymore. Refer to Figure 28.

Notice :
 Pending Approval : Attendance record is pending approval by KEO
 Pending : Attendance record has not been counted towards salesperson's CPD fulfillment and can be deleted. Status will be changed to "Completed" within 3 calendar days and will then count towards salesperson's CPD fulfillment.

Action	Course Provider	Date of Submission	Course Title	Course Start Date	Course End Date	Activity Type	CPD Credits	Status
	Course Provider UOX	28 Aug 2019	UAT - Rate Core Course 3	24 Aug 2019	24 Aug 2019	Professional	3P	Completed
	Course Provider UOX	28 Aug 2019	UAT - Rate Core Course 1	24 Aug 2019	24 Aug 2019	Professional	2P	Completed
	Course Provider UOX	28 Aug 2019	UAT - Rate Core Course 2	24 Aug 2019	24 Aug 2019	Professional	4P	Completed
	Course Provider UOX	22 Aug 2019	Course for Salesperson XEOZ	20 Aug 2019	20 Aug 2019	Professional	2P	Completed
	Course Provider 1	22 Aug 2019	Advance Calculation	19 Aug 2019	19 Aug 2019	Generic	6G	Completed
	Test	20 Aug 2019	Testing Only	17 Aug 2019	18 Aug 2019	Generic	2G	Completed
	Course Provider 1	21 Aug 2019	Market Strategy and Analysis	15 Aug 2019	15 Aug 2019	Generic	4G	Pending Approval
	Course Provider 3	21 Aug 2019	Market Strategy	15 Aug 2019	15 Aug 2019	Generic	3G	Pending Approval
	Everest Best Pte Ltd	26 Aug 2019	Effective communication course	13 Aug 2019	13 Aug 2019	Generic	2G	Pending Approval
	Course Provider UOX	09 Aug 2019	Course for Salesperson XOMN	07 Aug 2019	08 Aug 2019	Professional	2P	Completed

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

Figure 28: Rate Core Course: Completed core course rating