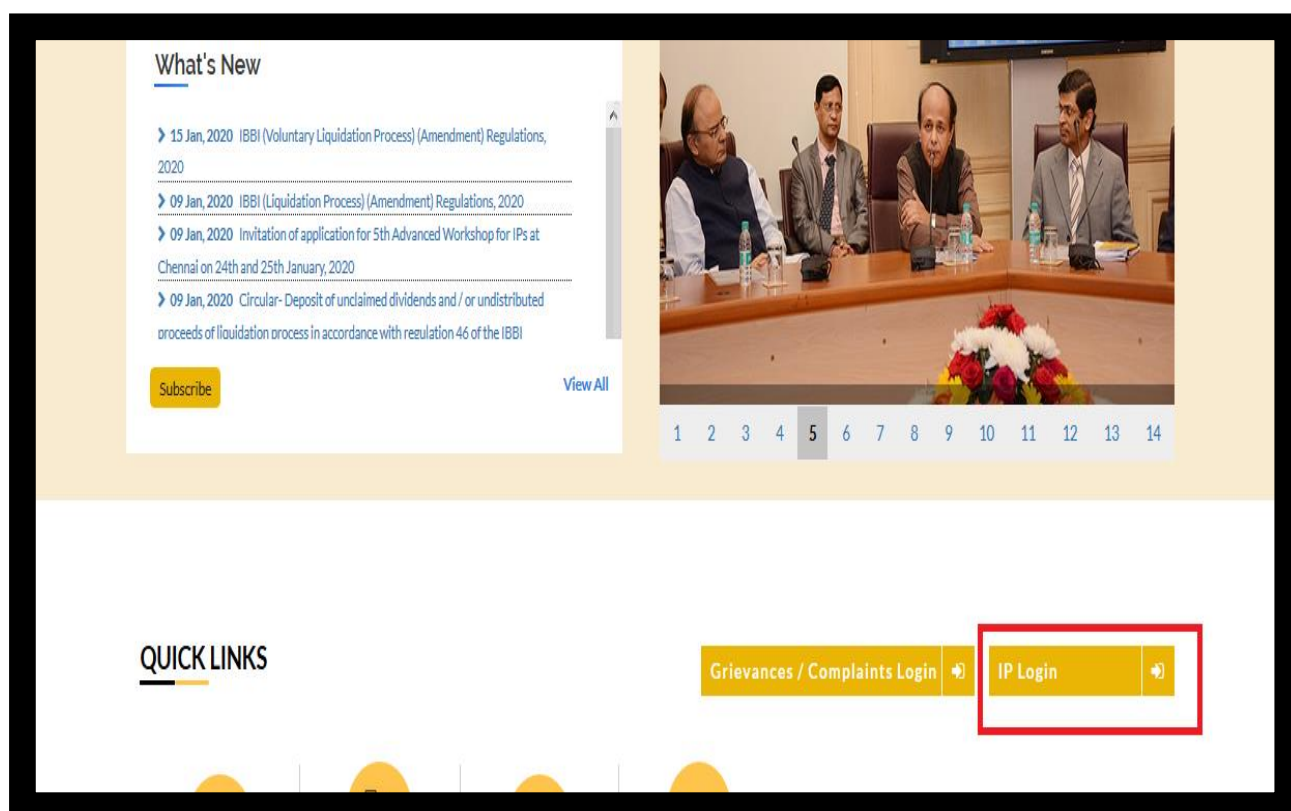


USER MANUAL

STEP BY STEP PROCESS FOR CPE MODULE

This step by step guide will help you to navigate the online Continuing Professional Education module. You may print this document and use it to assist you in the process.

Step 1: Visit **www.ibbi.gov.in** and click on 'IP Login'



Step 2: Login with the user ID and password already shared with you.

LOGIN TO YOUR ACCOUNT

User E-mail ID
Enter your username

Password
Enter your password

Captcha
Enter captcha

2433

LOGIN Forget Password?

LOGIN TO YOUR ACCOUNT

User E-mail ID
Enter your username

Password
Enter your password

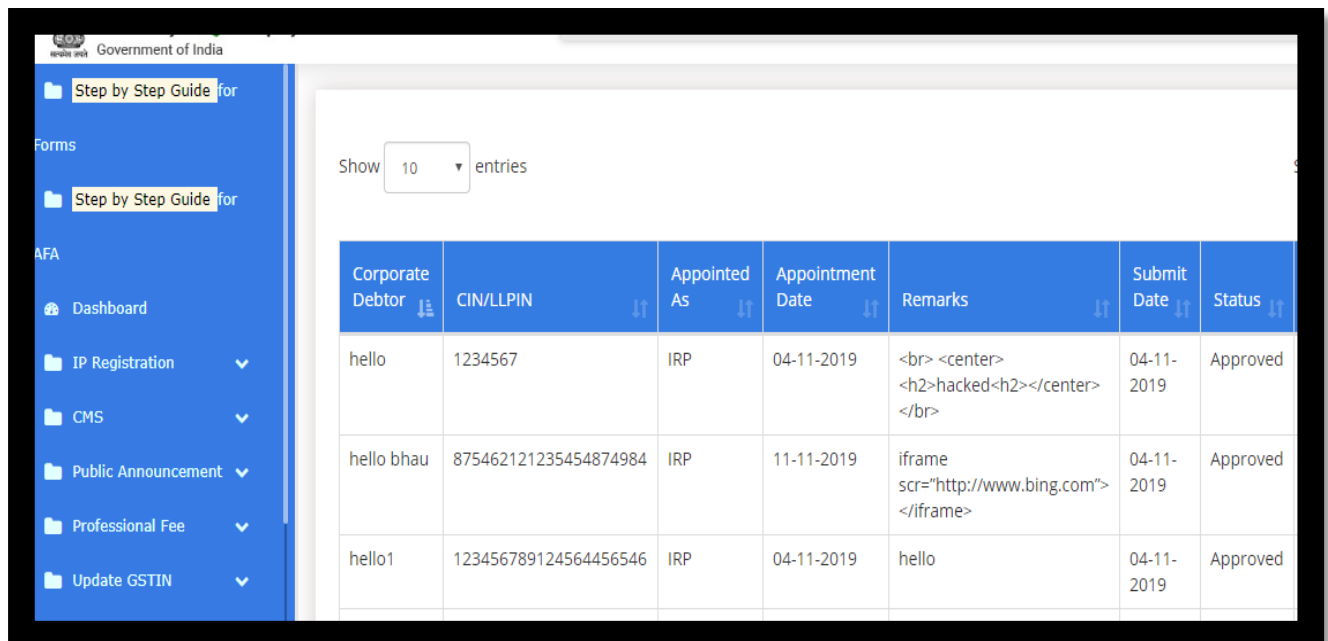
Captcha
Enter captcha

2433

LOGIN Forget Password?

You can also retrieve the password, in case if required, by clicking on “FORGOT PASSWORD”

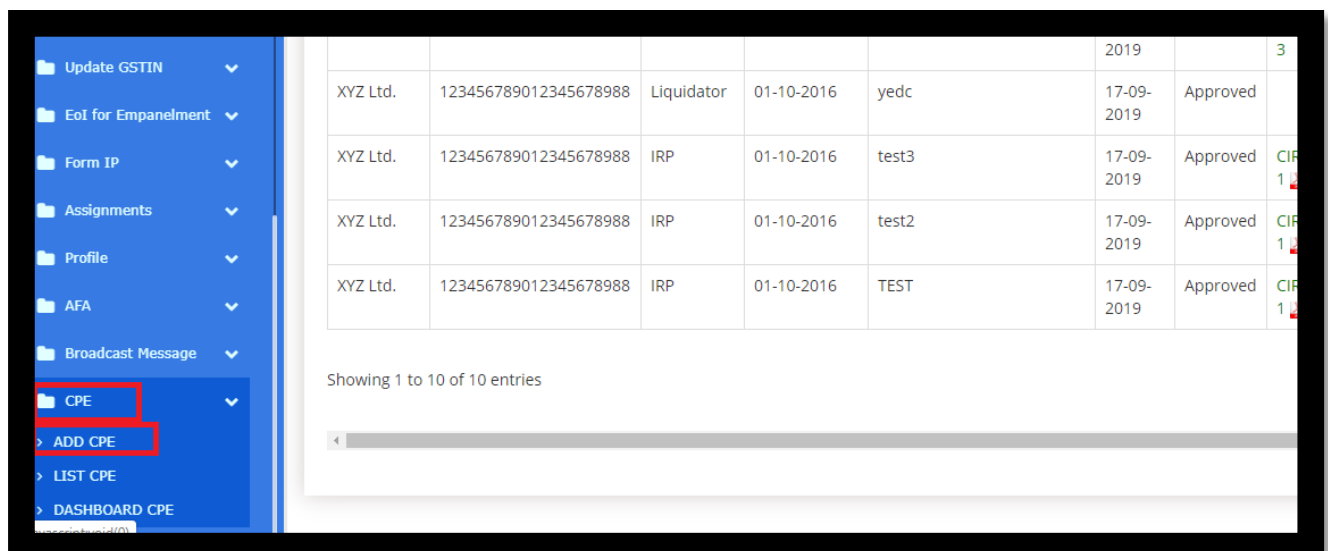
Step 3: Once logged in, the Home page will be displayed on your computer screen.



The screenshot shows the Government of India portal home page. On the left is a blue sidebar with navigation options: "Step by Step Guide for Forms", "Step by Step Guide for AFA", "Dashboard", "IP Registration", "CMS", "Public Announcement", "Professional Fee", and "Update GSTIN". The main content area displays a table with 10 entries. The table has columns: Corporate Debtor, CIN/LLPIN, Appointed As, Appointment Date, Remarks, Submit Date, and Status. The first three rows of data are visible.

Corporate Debtor	CIN/LLPIN	Appointed As	Appointment Date	Remarks	Submit Date	Status
hello	1234567	IRP	04-11-2019	 <center> <h2>hacked</h2></center> </br>	04-11-2019	Approved
hello bhau	875462121235454874984	IRP	11-11-2019	iframe src="http://www.bing.com"> </iframe>	04-11-2019	Approved
hello1	123456789124564456546	IRP	04-11-2019	hello	04-11-2019	Approved

Step 4: Click on **CPE** tab on the bottom left hand side of Home Page and then click on **ADD CPE** tab.



The screenshot shows the CPE (Corporate Public Entry) tab selected in the sidebar. The sidebar options include "Update GSTIN", "EoI for Empanelment", "Form IP", "Assignments", "Profile", "AFA", "Broadcast Message", "CPE", "ADD CPE", "LIST CPE", and "DASHBOARD CPE". The "CPE" and "ADD CPE" options are highlighted with red boxes. The main content area displays a table with 10 entries. The first four rows of data are visible.

Corporate Debtor	CIN/LLPIN	Appointed As	Appointment Date	Remarks	Submit Date	Status	Actions
XYZ Ltd.	123456789012345678988	Liquidator	01-10-2016	yedc	17-09-2019	Approved	
XYZ Ltd.	123456789012345678988	IRP	01-10-2016	test3	17-09-2019	Approved	CIP 1
XYZ Ltd.	123456789012345678988	IRP	01-10-2016	test2	17-09-2019	Approved	CIP 1
XYZ Ltd.	123456789012345678988	IRP	01-10-2016	TEST	17-09-2019	Approved	CIP 1


Showing 1 to 10 of 10 entries

Once done, the CPE form will appear as under;

Step 5: Following activities will be available under learning activities:

1. Programme/Event
2. Publication of Article
3. Publication of Book
3. Post Graduation Course (Two Years)
5. Ph.D.
6. Limited Insolvency Examination
7. Valuation Examination

You may choose any activity which is applicable to you and then fill relevant details for the same



भारतीय विवादाधीनता बोर्ड
Insolvency and Bankruptcy Board of India
 Government of India


TEST TITLE

TEST BROADCAST SUBJECT

TEST

ATUL

IP ATUL



Atul

Step by Step Guide for

Step by Step Guide for

FA

Dashboard

IP Registration

CMS

Public Announcement

Professional Fee

Update GSTIN

Get for Employment

Programme/Event

Event Title

---Select---

Event Description

Status

--Select--

From Date

Enter From Date

To Date

Enter To Date

From Time

To Time

Event Venue

Complete Venue Address

Upload documentary proof for attendance

Choose File

No file chosen

Publication of Article - Newspaper/Journal

Name of Newspaper

Date of Publication

Enter Date of Publication

Name of Article

Upload documentary proof

Choose File

No file chosen

CPE Credit Hours Claimed

Max. 5MB (PDF Only)

☐

Tick to fill Journal Details

Save As Draft

Submit

Cancel

Publication of Book

Name of Book

Date of Publication

Enter Date of Publication

Name of Publisher

Upload documentary proof

No file chosen

CPE Credit Hours Claimed

Max. 5MB (PDF Only)

Add CPE - Insolvency and Bankruptcy Board of India

13.234.4.32/cpe/add-cpe-form

TEST BROADCAST TITLE TEST BROADCAST SUBJECT TEST ATUL IP A

Ankita Bhatt

Post Graduation Course(Two Years)

Name of Course

Name of the Institution

Year of completion

Enter Year of Completion

Upload Certificate

No file chosen

CPE Credit Hours Claimed

Max. 5MB (PDF Only)

Step by Step Guide for

Forms

Step by Step Guide for

AFA

Dashboard

IP Registration

CMS

Public Announcement

Professional Fee

Update GSTIN

EoI for Empanelment

Form IP

_Uploads_EFILE_Fil...pdf

dsc (15).jnlp

STEPbySTEPGUIDE...pdf

STEPbySTEPGUIDE...pdf

holiday list 2019 2_1.pdf

Show all

Type here to search

6:40 PM 1/15/2020

Topic	<input type="text"/>
Name of Institution	<input type="text"/>
Name of the Mentor	<input type="text"/>
Year of completion	<input type="text"/>
Upload Certificate	<div><div>Choose File</div>No file chosen</div>
Max. 5MB (PDF Only)	

Limited Insolvency Examination	
Enrollment No.	<input type="text"/>
Date of Examination	<input type="text"/>
Place	<input type="text"/>
Upload the certificate of LIE	<div><div>Choose File</div>No file chosen</div>
CPE Credit Hours Claimed	<input type="text"/>
Max. 5MB (PDF Only)	
<div><div>Save As Draft</div><div>Submit</div><div>Cancel</div></div>	

Enrollment No.

Date of Examination

Enter date of Examination

Name of RVO/Organisation/Institution

Place

Upload the documentary proof

Choose File No file chosen

CPE Credit Hours Claimed

Check all the relevant details entered and relevant document uploaded in the form. **You may also edit the application form before the final submission.** Once the relevant information is filled, then you may submit the form by clicking on **SUBMIT** button

Date of Examination

Enter date of Examination

Name of RVO/Organisation/Institution

Place

Upload the documentary proof

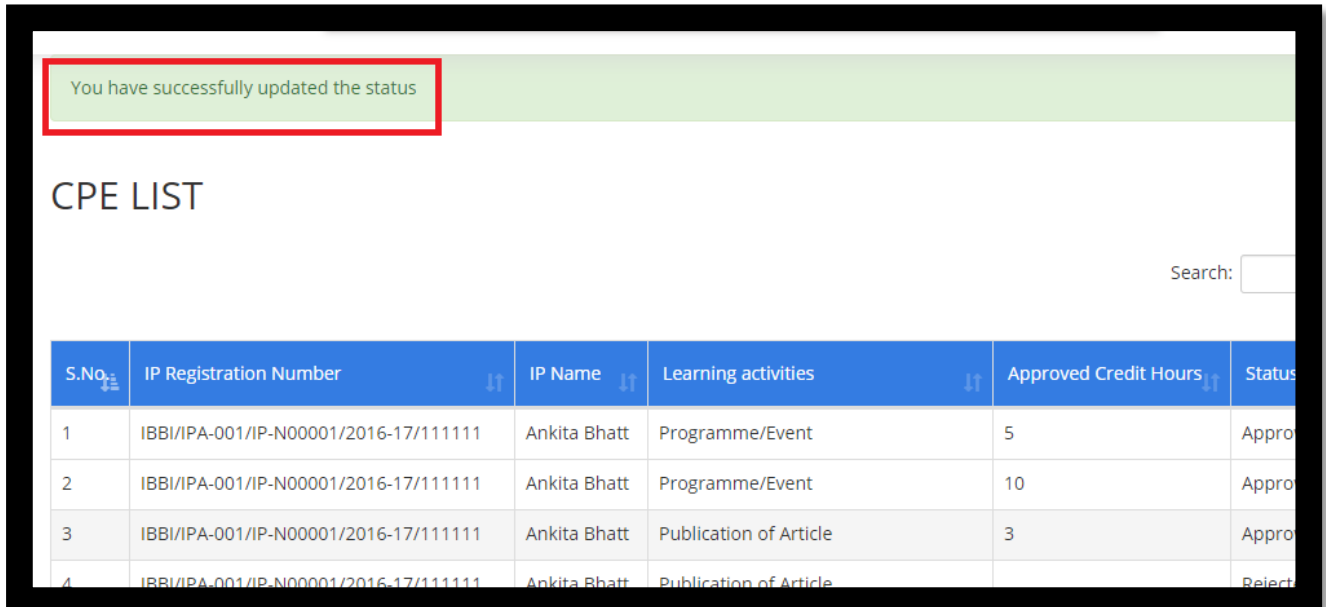
Choose File No file chosen

CPE Credit Hours Claimed

Max. 5MB (PDF Only)

Save As Draft Submit Cancel

Step 7: Once the form is submitted, A message will appear on your dashboard that **“You have successfully updated the status.”**



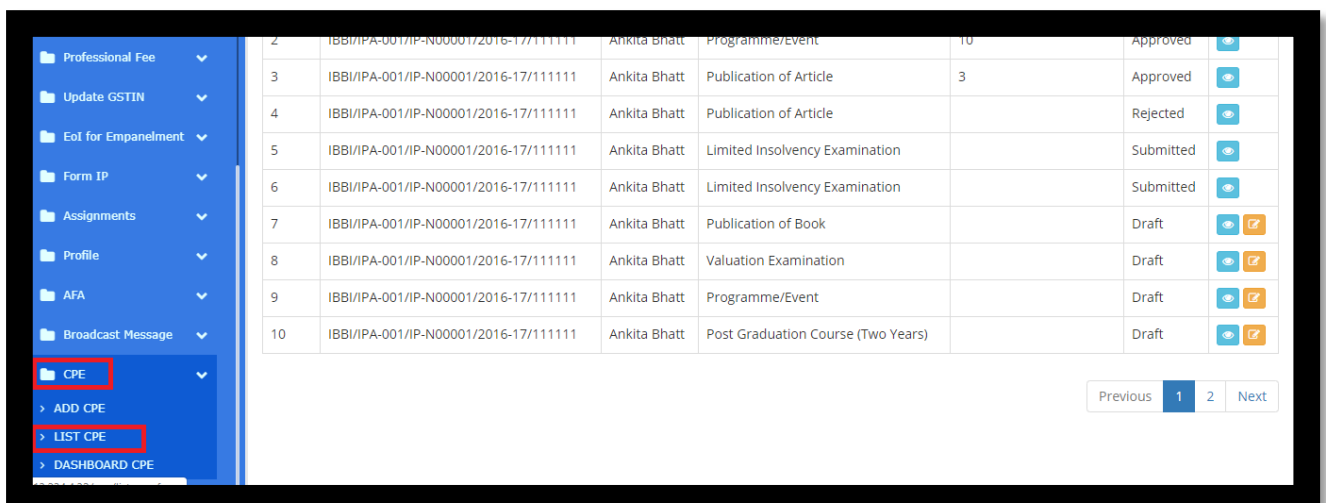
You have successfully updated the status

CPE LIST

Search:

S.No.	IP Registration Number	IP Name	Learning activities	Approved Credit Hours	Status
1	IBBI/PA-001/IP-N00001/2016-17/111111	Ankita Bhatt	Programme/Event	5	Approved
2	IBBI/PA-001/IP-N00001/2016-17/111111	Ankita Bhatt	Programme/Event	10	Approved
3	IBBI/PA-001/IP-N00001/2016-17/111111	Ankita Bhatt	Publication of Article	3	Approved
4	IBBI/PA-001/IP-N00001/2016-17/111111	Ankita Bhatt	Publication of Article		Rejected

Step 8: After submitting the form for claiming CPE hours you can view status by clicking on **List CPE**, where you can view status of all claimed CPE hours by you.



Professional Fee
Update GSTIN
EoI for Empanelment
Form IP
Assignments
Profile
AFA
Broadcast Message
CPE
 > ADD CPE
 > **LIST CPE**
 > DASHBOARD CPE

2	IBBI/PA-001/IP-N00001/2016-17/111111	Ankita Bhatt	Programme/Event	10	Approved	
3	IBBI/PA-001/IP-N00001/2016-17/111111	Ankita Bhatt	Publication of Article	3	Approved	
4	IBBI/PA-001/IP-N00001/2016-17/111111	Ankita Bhatt	Publication of Article		Rejected	
5	IBBI/PA-001/IP-N00001/2016-17/111111	Ankita Bhatt	Limited Insolvency Examination		Submitted	
6	IBBI/PA-001/IP-N00001/2016-17/111111	Ankita Bhatt	Limited Insolvency Examination		Submitted	
7	IBBI/PA-001/IP-N00001/2016-17/111111	Ankita Bhatt	Publication of Book		Draft	
8	IBBI/PA-001/IP-N00001/2016-17/111111	Ankita Bhatt	Valuation Examination		Draft	
9	IBBI/PA-001/IP-N00001/2016-17/111111	Ankita Bhatt	Programme/Event		Draft	
10	IBBI/PA-001/IP-N00001/2016-17/111111	Ankita Bhatt	Post Graduation Course (Two Years)		Draft	

Previous 1 2 Next

Step 9: You may also view dashboard by clicking on ‘Dashboard button’. On dashboard you may able to view following details (year wise):

- 1. Total approved CPE hours
- 2. Total rejected CPE hours
- 3. Total pending CPE hours

