

- **Process flow of Auto uploading of CPE Attendance (For Maker stage)**

- 1. Add Event (Details of Events) (Fig no. 1)**

1. Organizer [Dropdown Menu]
 - IPAs [IIPI/IIP-ICSI/IPA-ICAI]
 - RVOs [ICAI-RVO/ICSI-RVO/ICMAI-RVO]
 - IBBI
 - Information Utilities e.g NESL
 - Other Approved entities by IBBI for CPE programs e.g. IICA
2. Name of Programs/Events
3. Date (From Date, To date)
4. Name of the Organisers
5. IP Registration No. (last 5 digits)
6. CPE Credit Hours Eligible

(Fig. No. 1)

➤ ↻ cpeapp.icai.org/pou/certification/add ☆ ⚙ 🌐 ⋮

ps 37th Batch - Progra... Mail - ipprogram@i... f Spell checker – gra... Mail - iiipi.cpe@icai... List of defaulter me... Delete Indian Instit... IBBI DC LIST as on... Reading list

Please download format for taking attendance in CPE event which is required to be uploaded while uploading the attendance

ADD CERTIFICATE/DIPLOMA/POST QUALIFICATION COURSE

Fields marked with * are mandatory

Event Type:

Event Title:

Date: **From:** **To:**

Complete address of venue:

Indian Institute of Insolvency Professionals of ICAI (IIIP) (821) , Address: Indian Institute of Insolvency Professionals of ICAI (IIIP)

CPE Hrs:	<input type="text"/>
Fee Charge: [*]	<input type="text"/> (Minimum Fee to be charge is Rs 100 plus taxes applicable)
Whether the approval of the CPE Secretariat has been obtained for grant of CPE hours to the said Course:	<input type="radio"/> Yes <input type="radio"/> No
Online Payment Link:	<input type="text"/>
<input type="submit" value="Submit"/>	

2. List of All Programs/Events or Dashboard (Fig. No 2)

1. S.No
2. Name of Programs/Events
3. Date
4. CPE Credit Hours Eligible
5. Status (Hyperlinked_Either of three)
 - Pending/
 - Forwarded to Checker/
 - Approved

(Fig No. 2)

Mail - Mail - Webi - SQL I - IBBI A - IIP-IC - IIPI - IPA_IC - Atten - CPE_ - IPA_IC - CPEIC - C x - CPEIC - CPEIC - CPEIC - + - - - X

← → ↻ cpeapp.icai.org/pou/preRegEduCourseIIPI/list ☆ ⚙ 🌐 ⋮

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All Pre-registration Educational Course-IIPI

Search:

S.no.	Event ID	Event Status	Category	Topic	Date	POU	Venue	CPE Hours	Capacity	Distance(KM)	Action
1	10147770	Approved		Virtual Pre-Registration Educational Course-47th Batch	23-08-2021	Indian Institute of Insolvency Professionals of ICAI (IIPI)	Webex Online	30			View Details
2	10143933	Approved		Virtual Pre-Registration Educational Course-46th Batch	08-08-2021	Indian Institute of Insolvency Professionals of ICAI (IIPI)	Zoom (online)	30			View Details View 21 Uploaded Attendance
3	10138631	Approved		Virtual Pre-Registration Educational Course-45th Batch	23-07-2021	Indian Institute of Insolvency Professionals of ICAI (IIPI)	Zoom (online)	30			View Details View 26 Uploaded Attendance
4	10125794	Approved		Virtual Pre-Registration Educational Course-44th Batch	10-06-2021	Indian Institute of Insolvency Professionals of ICAI (IIPI)	Zoom (online)	30			View Details View 26 Uploaded Attendance
5	10121201	Approved		Virtual Pre-Registration Educational Course-	26-04-2021	Indian Institute of Insolvency Professionals of ICAI	Zoom(online)	30			View Details View 37 Uploaded Attendance

POU: Indian Institute of Insolvency Professionals of ICAI (IIPI) (821) , Address: Indian Institute of Insolvency Professionals of ICAI (IIPI)

3. Uploading of Attendance (Details) [Fig. No 3]

1. Select Name of Programs/Events
2. Enter Eligible CPE Credit Hours
3. Upload Attendance [Choose File]
4. Forwarded to Checker

There will be a standard format for uploading the attendance in the maker stage comprising four heads only viz. name ,registration no., registered email id and no. of hours .

UPLOAD ATTENDANCE (STEP1)

Fields marked with * are mandatory

Organized Events: 10147770: Virtual Pre-Registration Educational Course-47th Batch- 23-08-2021 -- ▼

Today's Date: 31-08-2021

Upload CSV File (Comma Separated File or .csv file can be created using MS EXCEL. First column in the file should be membership no followed by CPE Hrs of that member. Blank CSV File can be downloaded from here [\[DOWNLOAD\]](#))

*** KINDLY UPLOAD THE ATTENDANCE ONLY IN THE PRESCRIBED FORMAT**

Correct Format: mrn,cpehrs

CSV File: Choose File No file chosen

Upload scan copy of signed attendance in pdf format(2 MB.....): Choose File No file chosen

☐ We verify that scanned copy of attendance uploaded by POU is checked and verified and POU will be responsible for its accuracy."

☐ "Mementos has been given only to the Speaker/Faculty/Guest of Honour/Chief Guest of the CPE event."

If BGM needs to be Added or updated to the event then you can attach the files on the next screen.

Verify

[Fig. No 3]

- **Process flow of Auto uploading of CPE Attendance (For Checker stage)**

- 1. Checker Dashboard (Refer Fig. No 2)**

1. S.No
2. Name of Programs/Events

3. Date
4. CPE Credit Hours Eligible
5. Status (Hyperlinked_Either of three)
 - Pending/
 - Forwarded to Checker/
 - Approved

2. Processing Attendance for final approval (Details) **[Fig. No. 4]**

1. Select Name of Programs/Events.
2. Click on **Forwarded to Checker** [from Action Column].
3. Select/Tick on all IPs Regis. No./Email/Name.
4. Select/Tick on Eligible Credit Hours.
5. Submit/Approve or Reject.

[Fig. No. 4]

cpeapp.icaai.org/pou/eventAttendance/upload

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UPLOAD ATTENDANCE (STEP2)

Fields marked with * are mandatory

#	Membership_no	Name	CPE Hrs	Valid	Faculty/Speaker
1.	098551	POOJA GOEL	30	<input checked="" type="checkbox"/>	No
2.	121551	SUMIT BIHANI	30	<input checked="" type="checkbox"/>	No
3.	123392	MITESH GOEL	30	<input checked="" type="checkbox"/>	No
4.	221114	GURURAJA BHATT A	30	<input checked="" type="checkbox"/>	No
5.	225230	SRINIVASAN T R	30	<input checked="" type="checkbox"/>	No
6.	300170	SWAPNIL JAIN	30	<input checked="" type="checkbox"/>	No
7.	313370	NEELAV AGARWALA	30	<input checked="" type="checkbox"/>	No
8.	401489	ANIL KUMAR DAD	30	<input checked="" type="checkbox"/>	No
9.	502192	RITU JAIN	30	<input checked="" type="checkbox"/>	No
10.	514797	JITENDRA KUMAR DINKAR	30	<input checked="" type="checkbox"/>	No
11.	519445	GAURAV GOEL	30	<input checked="" type="checkbox"/>	No
12.	540107	ARCHIT GUPTA	30	<input checked="" type="checkbox"/>	No
13.	558671	ANIT DOSI	30	<input checked="" type="checkbox"/>	No

Background Material File: No file chosen

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cpeapp.icai.org/pou/eventAttendance/upload

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6.	300170	SWAPNIL JAIN	30	<input checked="" type="checkbox"/>	No
7.	313370	NEELAV AGARWALA	30	<input checked="" type="checkbox"/>	No
8.	401489	ANIL KUMAR DAD	30	<input checked="" type="checkbox"/>	No
9.	502192	RITU JAIN	30	<input checked="" type="checkbox"/>	No
10.	514797	JITENDRA KUMAR DINKAR	30	<input checked="" type="checkbox"/>	No
11.	519445	GAURAV GOEL	30	<input checked="" type="checkbox"/>	No
12.	540107	ARCHIT GUPTA	30	<input checked="" type="checkbox"/>	No
13.	558671	ANIT DOSI	30	<input checked="" type="checkbox"/>	No

Background Material File: No file chosen

Optional, Only add BGM if it needs to be updated or Upload. Kindly note that the Old files will be removed from the system if you attach new files.

Declaration

☒ It is hereby certified that data being uploaded here is true and correct and is based on the attendance sheet signed by the members who have attended the programme

of Insolvency Professionals of ICAI (IIPI) (821) , Address: Indian Institute of Insolvency Professionals of ICAI (IIPI)

- **NOTE- Once Attendance file is uploaded at Maker stage, it automatically will be display on respective IPAs, RVOs and IBBI Checker Stage for their final Approval**

- **Changes in IPs Application form**

Add Instruction on IPs application form-

Kind Attention Please do not claim CPE credit hours for the Programs conducted by IPAs [IIPI/IIP-ICSI/IPA-ICAI], RVOs [ICAI-RVO/ICSI-RVO/ICMAI-RVO], IBBI, Information Utilities e.g NESL, Other Approved entities by IBBI for CPE programs e.g. IICA.