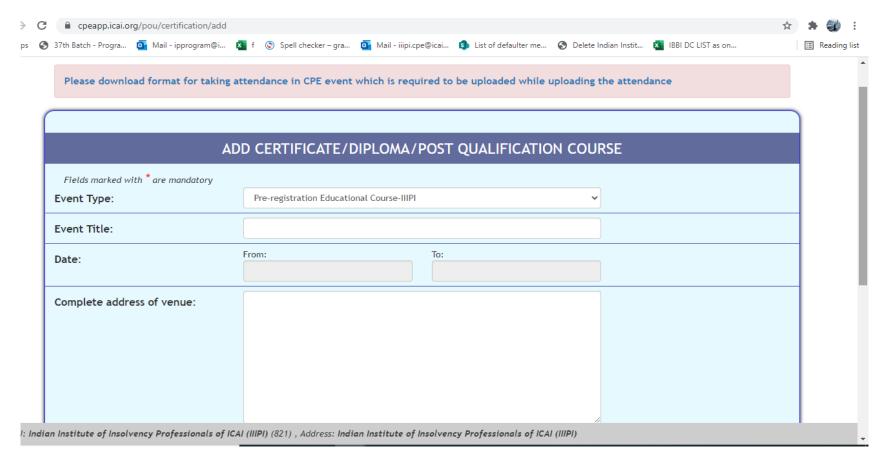
• Process flow of Auto uploading of CPE Attendance (For Maker stage)

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

- 1. Organizer [Dropdown Menu]
 - IPAs [IIIPI/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)



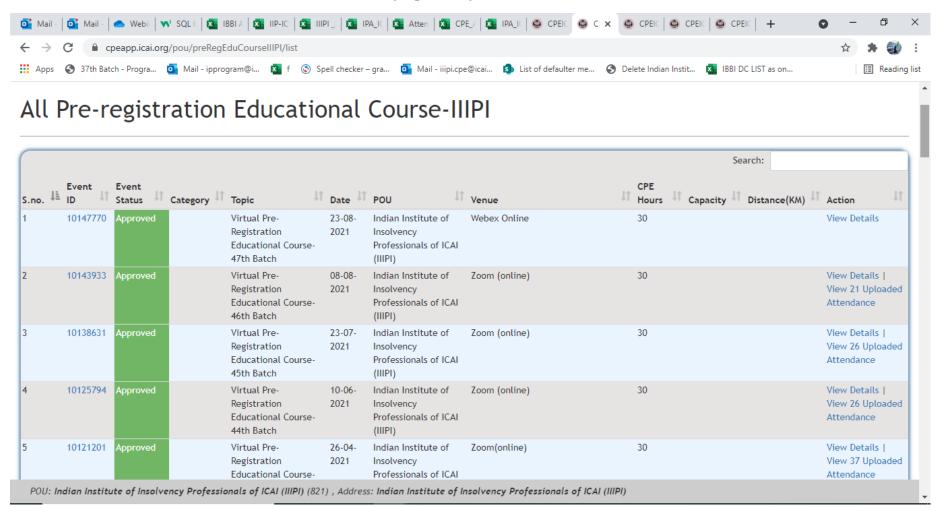
CPE Hrs:		
Fee Charge:*		
	(Minimum Fee to be charge is Rs 100 plus taxes applicable)	
	(
Whether the approval of the CPE	O Yes O No	
Secretariat has been obtained		
for grant of CPE hours to the said		
Course:		
O-line Brown and High		
Online Payment Link:		
	Submit	
	Submit	

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

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)



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 Seperated 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 singed 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]

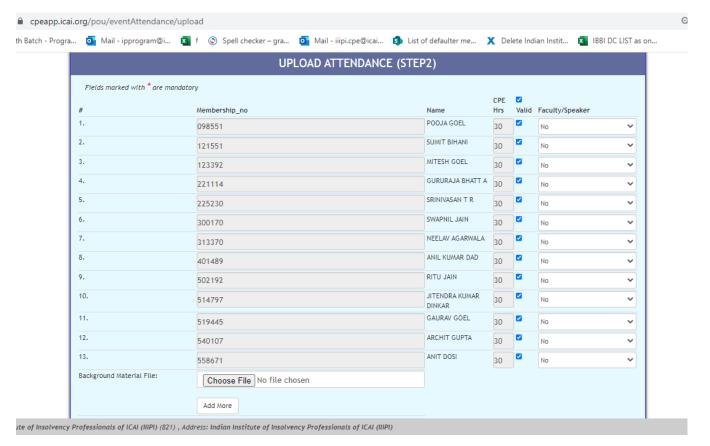
stitute of Insolvency Professionals of ICAI (IIIPI) (821) , Address: Indian Institute of Insolvency Professionals of ICAI (IIIPI)

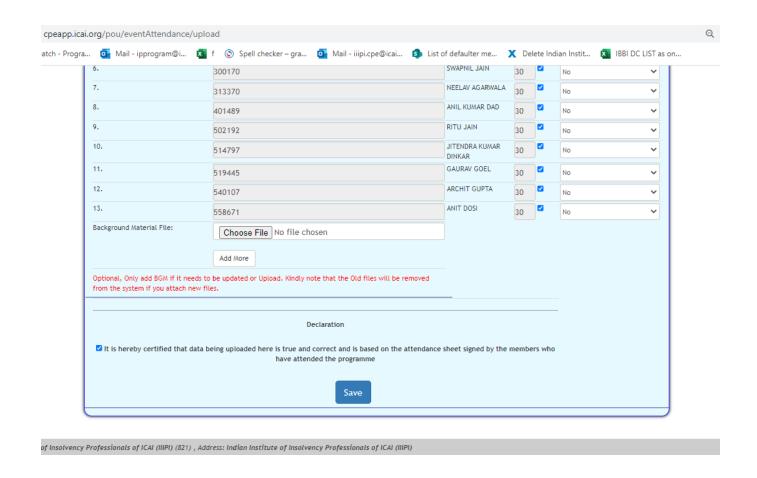
• Process flow of Auto uploading of CPE Attendance (For Checker stage)

- 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]





• 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 [IIIPI/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.