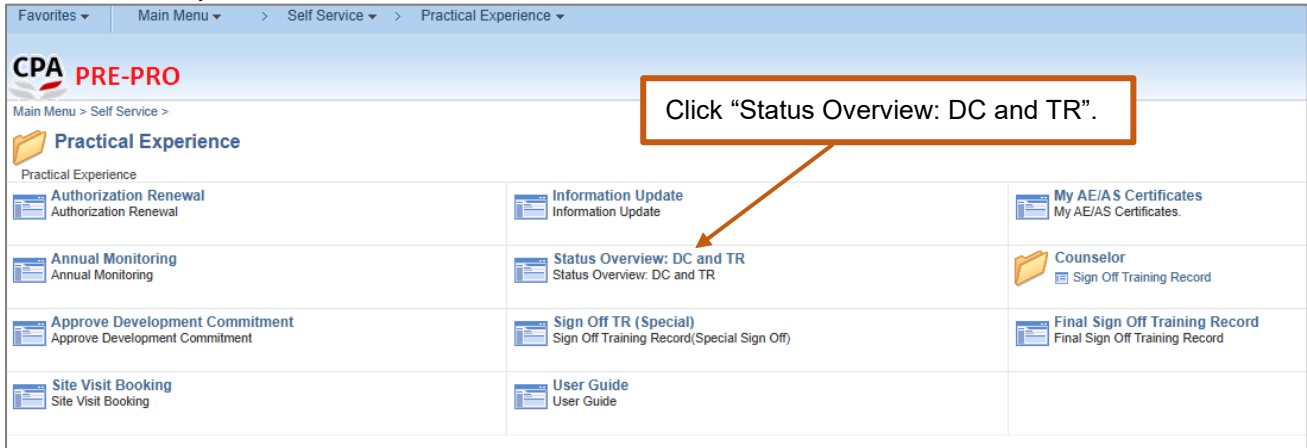


## Status Overview: Development Commitment and Training Records

### User Guide

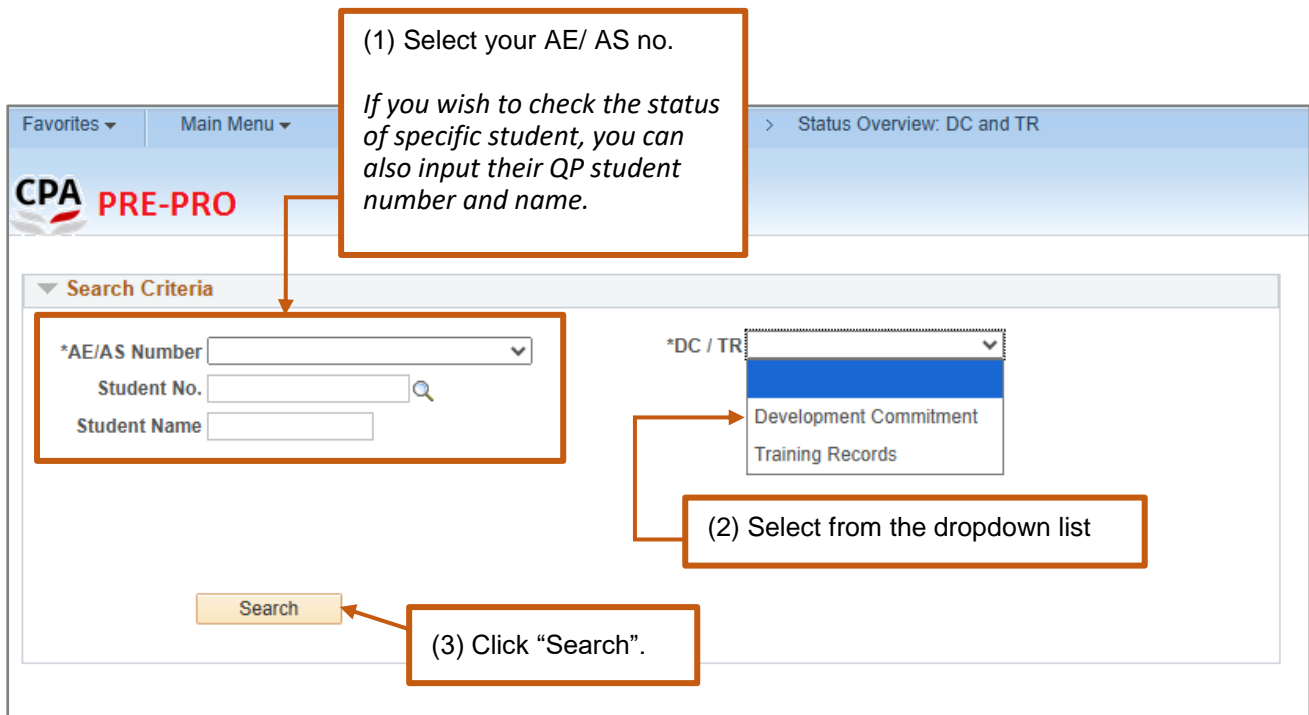
To streamline the tracking of QP students' practical experience process, Authorized Employer ("AE") and Authorized Supervisor ("AS") can now monitor student progress directly through the system.

*Illustrative sample:*



The screenshot shows the 'Practical Experience' menu in the CPA PRE-PRO system. A callout box points to the 'Status Overview: DC and TR' option, with the instruction: "Click 'Status Overview: DC and TR'".

Information Update Information Update	My AE/AS Certificates My AE/AS Certificates.
<b>Status Overview: DC and TR</b> Status Overview: DC and TR	Counselor Sign Off Training Record
Sign Off TR (Special) Sign Off Training Record(Special Sign Off)	Final Sign Off Training Record Final Sign Off Training Record
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The screenshot shows the search interface for 'Status Overview: DC and TR'. A callout box explains: "If you wish to check the status of specific student, you can also input their QP student number and name." The search criteria include:

- \*AE/AS Number (dropdown menu)
- Student No. (text input with search icon)
- Student Name (text input)
- \*DC / TR (dropdown menu with options: Development Commitment, Training Records)

Callout boxes provide instructions:

- (1) Select your AE/ AS no.
- (2) Select from the dropdown list
- (3) Click "Search".

### Who Can Access

- Member-In-Charge (MIC) of an AE
- MIC Deputy of an AE
- Scheme Coordinator (SC) of an AE <sup>Note</sup>
- Authorized Supervisor (AS)

### How to access

- via the [Practical Experience Online System](#) Landing Page.

### What is Displayed

- A summary list of students currently obtaining their practical experience with you or your organization.
- **Note:** QP students who have fully completed their practical experience process with you/ your organization (i.e. Final Sign-Off request approved) will not appear on this list.

### Enquiry

For assistance, please send email to [pef-enquiry@hki CPA.org.hk](mailto:pef-enquiry@hki CPA.org.hk).

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