



Hong Kong Institute of
Certified Public Accountants
香港會計師公會



Qualification Programme (QP)

Practical Experience Online System (Online Training Records for Member-In-Charge/ Member-In-Charge Deputy)

User Guide

Online Training Records (Member-In-Charge/ Member-In-Charge Deputy)

User Guide

This user guide shows how Member-In-Charge (MIC) and Member-In-Charge Deputy (MIC Deputy) can review and approve the Final Sign Off request of Training Records submitted by the QP students via the online system.

How to know QP students submit the Final Sign-Off request

At the beginning of each month, MIC and MIC Deputy will receive an email notification which indicates the total number of Final Sign-Off request(s) pending for your approval. The monthly email will also copy to Scheme Coordinator.

Email sample (AE version):



Hong Kong Institute of
Certified Public Accountants
香港會計師公會

Dear Miss CHEUNG, Susan,

AE Number: AE202206
AE Organization Name: PEF Limited

Our system shows the following items pending for your action. Please click this [link](#) to take any necessary action(s):

I. Documents submitted by QP students	
a. Development Commitment	Pending for your approval: 2
b. Training Records	Pending for your final sign-off: 1
II. Information Update submitted by Scheme Co-ordinator	Pending for your approval: 1
III. Annual Monitoring requested by HKICPA (Only the MIC has access to the Annual Monitoring form)	Pending for your completion: 0
IV. Outgoing QP student(s) Nil	
V. Outgoing Counselor(s) Nil	

Should you have any questions regarding the above, please contact the Practical Experience Team by email to pef@hkiipa.org.hk.

Yours sincerely,

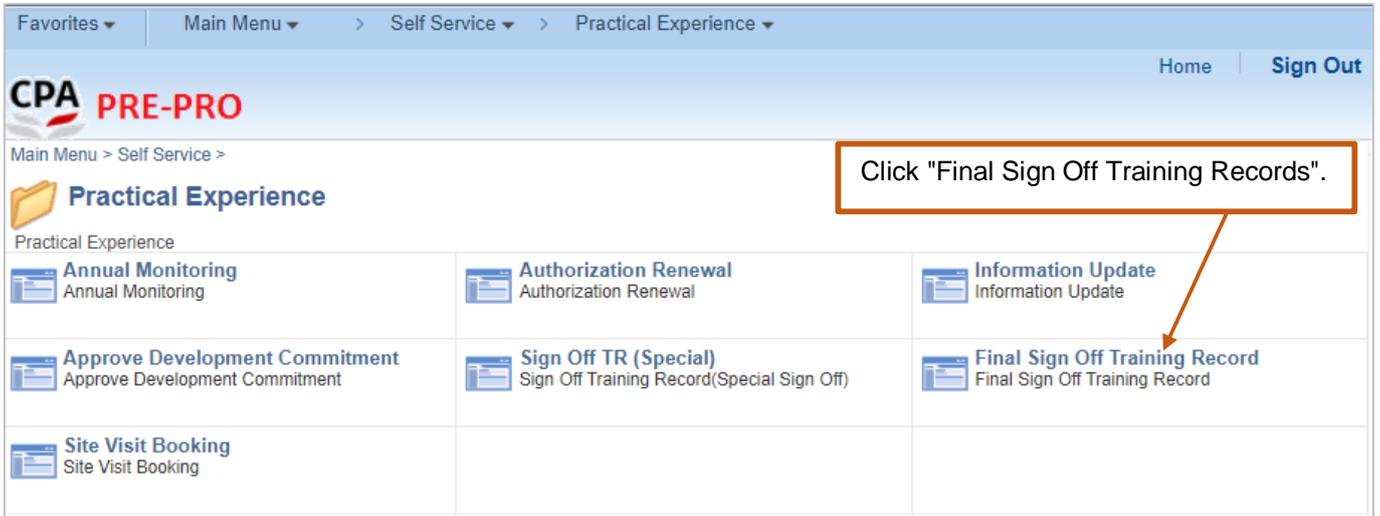
Practical Experience Team
Education and Training
Hong Kong Institute of Certified Public Accountants

CPA: The Success Ingredient

Where to access

You can click the [link](#) in the monthly email notification to login the Practical Experience Online System and access to the Landing page.

Illustrative example:



After login, please follow the steps below to approve the Final Sign-Off request.

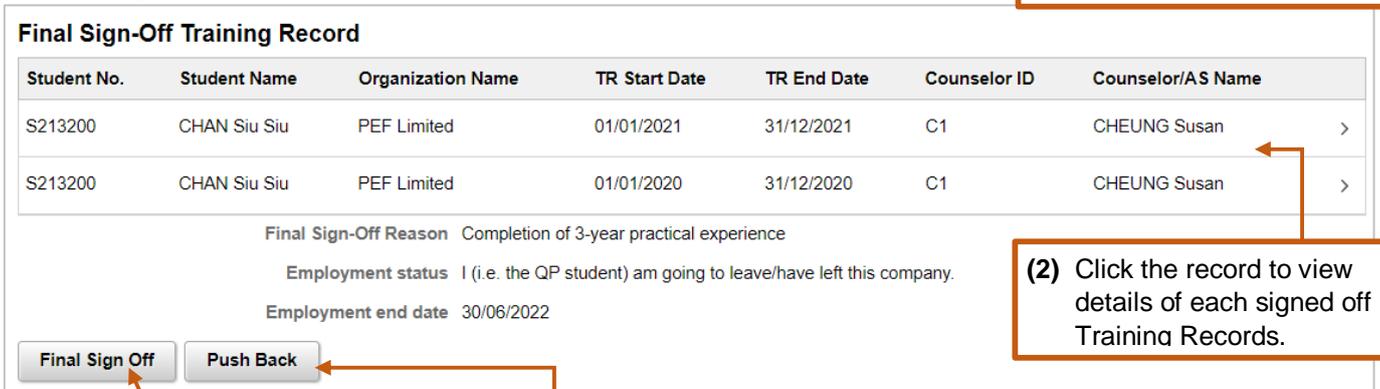
How to approve

Option 1: To **confirm/ push back** the Final Sign-Off request **one by one**.



(1) Click the record to view all signed off Training Records of the selected QP student.

Record expanded view:



(2) Click the record to view details of each signed off Training Records.

(3a) Approve
Click "Final Sign Off" button.

(3b) Push Back
Click "Push Back" button to route the Final Sign Off request to the QP student for revision.

Option 2: To confirm/ push back the Final Sign-Off request by batch.

(1) Check the boxes to select the records.

Final Sign-Off Training Record

Final Sign-Off Training Records and Development Commitment (DC) Termination

Select all records

Student No.	Student Name	Organization Name	Commencement Date of Employment	DC Effective Date	DC End Date	End Date of Employment	DC Status	Final Sign-Off Reason	Final Sign-Off Status	
<input type="checkbox"/>	S213200	CHAN Siu Siu	PEF Limited	01/01/2020	01/01/2020	31/12/2021	30/06/2022	In Effect	Completion of 3-year practical experience	Pending for Final Sign Off >

Select particular records

Final Sign Off Push Back Print

Summary list of pending Final Sign-Off request
 Before approval, you can click "Print" button to export the **full list of Final Sign-Off requests** as shown in the above grid table for validation.

(2a) Approve
 Click "Final Sign Off" button to approve by batch.

(2b) Push Back
 Click "Push Back" button to route the Final Sign-Off request to QP students for revision by batch.

Confirmation

I confirm that the selected student(s) is/are employed under the respective company during the Practical Experience Period and the employment date(s) as stated in the Training Records is/are correct.

I declare that, to the best of my knowledge and belief, the information provided in the Training Records is true and correct as at this date.

(3) Check the boxes to make declaration.

(4) Click "Confirm" button.

Approver's Details

Name of Approver: CHEUNG Susan
 Job Position: Finance Director
 HKICPA Membership No.: F07520
 Professional Accountancy Body: -
 Membership/License No.: -
 Approval Date: 11/07/2022

Details of the person who approve the requests will show here.

Once you approve, the final signed off Training Records will automatically move to "Final Sign-Off History".

Student No.	Student Name	AE/AS No.	Organization Name	Commencement Date of Employment	DC Effective Date	DC End Date	End Date of Employment	Final Sign Off Reason	Approver	Approval Date
S213200	CHAN Siu Siu	AE202206	PEF Limited	01/01/2020	01/01/2020	31/12/2021	30/06/2022	Completion of 3-year practical experience	CHEUNG Susan	11/07/2022 >

Click "Final Sign-Off History" tab.

Approved details.

Note:

1. After you complete the final sign-off request(s), the QP student(s) will receive a confirmation email.
2. When you push back the request(s), the QP student(s) will receive an email notification and the Final Sign-Off status will change to "Push Back".
3. You can go to "Final Sign-Off History" tab to review the final signed off Training Records when necessary.

Enquiry

Please send email to pef-enquiry@hkicpa.org.hk .

END

(Training Records – Final Sign-Off)