



# To Apply for Course / Event

## Step-by-Step Guide

**1** Click **Search New Course/Event**

Search New Course/Event

**2** Search by the **Type of PD Activity, Period within which Class Starts, or Course Title**

Type: CPD Course Title: External Course 1410  
Class Start Date within: JAN 2016 and JUN 2016  
 Advanced Search Clear Search

Use the Advanced Search function to further define search results  
Click 'Search' without entering any search criteria to display all the courses and events.

**3** Click **View & Apply**

View & Apply

**4** **Select Class**

Not Selected  
Not Selected  
Selected

**5** **Select Type of Sponsorship**

Type of Sponsorship \*  
Please Select  
Please Select  
Self-sponsored  
Company-sponsored

**6** Click **Apply**

Apply

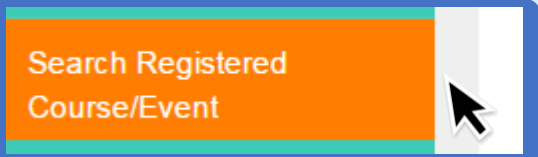


# To View Registered Course

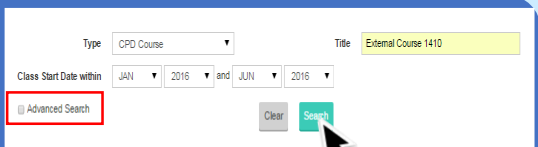
## Step-by-Step Guide



**1** Click **Search Registered Course/Event**



**2** Search by the **Type of PD Activity, Period within which Class Starts, Course Title or Course Status**

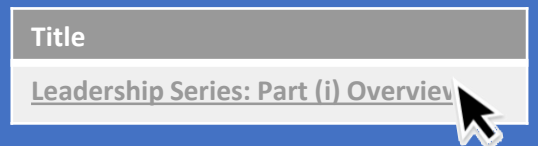


Use the Advanced Search function to further define search results

Click 'Search' without entering any search criteria to display all the courses and events you have registered and been nominated for.



**3** Click on **Course Title** to view the **Course Information**



Click **Class Code** to view **Class Details**



Click **View** to make changes to the registration\*



\* For registered courses only. To request for Class Transfer, please refer to Page 6; To request for Course Withdrawal, please refer to Page 7.

Status	Definition
Pending Centre Review	Your course application has been submitted and is pending Centre Administrator's approval.
Pending HQ Review	Your course application has been submitted and is pending HQ Administrator's approval.
Registered	Your course application has been approved by Centre and/or HQ Administrator. You are registered for the class but the class status will only be confirmed once you receive the Course Placement Letter about 2 weeks before the class start date.
Enrolled	Your class registration has been confirmed. The Course Placement Letter has been sent to the email address stated in your personal particulars.
Waitlisted	The maximum class size has been met and you have been placed on the waiting list. You will know the status of your registration after registration closes.
Withdrawn	You have been withdrawn from the course.
Rejected	Your course application has been rejected by your Centre or HQ Administrator.

