Qualification Programme (QP)

Practical Experience Online System
(Renewal of Registration
as an Authorized Employer)

User Guide

Renewal of Registration as an Authorized Employer (AE)

User Guide

This user guide shows you how to complete an online renewal form. Please read this document carefully before completing the form.

Whom to submit
Only Member-In-Charge (MIC) can access and submit the online renewal form.

During application
The MIC should ensure the input data in each section is correct and then click the "Validate & Save" button before moving to the next section.

After submission
Upon receipt all of the required information, the renewal result will normally be available **within two months**. Any missing or incomplete information can delay the processing of the renewal application. The Institute reserves the right to verify where necessary the information furnished by the AE with any third parties concerned.

Successful completion of updates
➢ The AE will receive an email confirmation when the renewal application is approved.
➢ Any updates on the name or contact details of your organization will be reflected on the Institute's website.
➢ Each newly added Counselor(s) and QP student(s) will receive a notification email, which contains information about the supervision arrangement.

Where to access the form

To access the form, please login the [Practical Experience Online System](#) and access to the **Landing Page**.

Illustrative example:
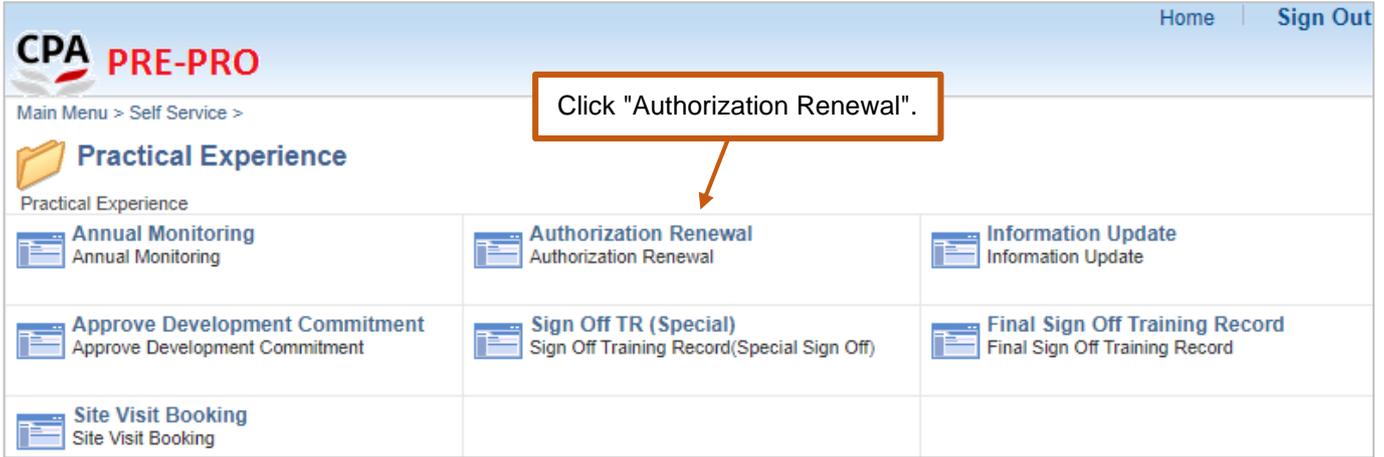
(i)   To access the online renewal form.

Important Note: *In the event that you do not wish to renew your AE registration, please click* [here](#)*.*

How to fill out the form

After opening the form, please follow the steps below to complete the online renewal form. You can click the "Restore" button to undo the changes you have made in that section.

Step 1: Read the **Welcome** page information carefully and click "Next" button to go to the next section.

1	WELCOME Visited
2	SELF ASSESSMENT Not Started
3	UPLOAD SUPPLEMENTARY Not Started
4	ORGANIZATION DETAILS Not Started
5	CONTACT DETAILS Not Started
6	NATURE OF BUSINESS Not Started
7	SIZE OF ORGANIZATION Not Started
8	GROUP REGISTRATION Not Started
9	TRAINING PERSONNEL Not Started
10	TRAINING OF STAFF Not Started
11	DECLARATION Not Started
12	SUBMISSION Not Started

Step 1 of 12: WELCOME

Notes

Click "Notes" to get more authorization requirements.

Due date for submission: 20/11/2023

Welcome to the online renewal form!

You may wish to note that the Authorized Employer ("AE")/ Authorized Supervisor ("AS") registration status is valid for five years. At the end of the five-year authorization period, the AE/ AS registration is due for a renewal review.

Actions by AE/ AS:

The AE/ AS is requested to complete this **online renewal form with a self-assessment**, and provide **Staff training plan (Sample)** and **Sample performance appraisal form**, and other relevant documents (see below) to demonstrate continual compliance with the Practical Experience Codes and Guidelines.

Sample of other relevant documents:

- Staff handbook (e.g. extract of training policy, supports for QP student such as examination leaves or study leaves, etc.)
- Training attendance records
- Training materials
- Sample timesheets/ other supporting documents

Important note: The AE/ AS should upload the documents to the "Upload Supplementary" tab before submission.

Please read the Notes (see hyperlink above) and the requirements below carefully before completing this form. You are always reminded to observe the roles and responsibilities of AE/ AS and agree to abide by the Practical Experience Codes and Guidelines and other requirements as prescribed by the Hong Kong Institute of Certified Public Accountants ("Institute") for renewing the registration status as an AE/ AS.

Personal Data (Privacy) Ordinance

All information provided in this form will be used by the Institute for the purposes relating to the administration of the practical experience requirements for membership admission under the Professional Accountants Ordinance and Professional Accountants By-laws. In addition, the Institute may use the collected data for statistical research and analysis. The provision of personal data by means of this form is voluntary. However, insufficient information may result in rejection of an application. Data collected may be accessible by the Institute's officers, committees or persons processing the application and related matters.

Unless otherwise agreed, any documents containing your personal data that you provide to the Institute will become the property of the Institute and will not be returned to you. The Institute will destroy any documents it holds in accordance with its internal policy and applicable laws. Please refer to the Institute's privacy policy and personal information collection statement on its website at: https://www.hkicpa.org.hk/en/Tools/Privacy-policy.

Note: You can click the information icon to view reminder notes under different sections.

Step 2: Complete **Self-Assessment** on the compliance with the Codes and Guidelines.

Click "Validate & Save" button before moving to the next section.

Note: Read the Codes and Guidelines carefully.

(1) Select "Yes" or "No" for each guideline.
(2) Click "Details" and provide the particulars of non-compliance and rectification plan.

Illustrative Example:

Step 3: **Upload Supplementary** to provide relevant documents to demonstrate the compliance with the Practical Experience Codes and Guidelines.

Step 4: **Review the AE information**

(a) Please go through the below sections to ensure the AE information is up-to-date.
- Organization Details
- Contact Details
- Nature of Business
- Size of Organization
- Group Registration
- Training Personnel (MIC, MIC Deputy, Scheme Coordinator, Counselor)
- Training of Staff

(b) For the section(s) that need to update, click "EDIT" button to input the updated information. Click "Validate & Save" button before moving to another section.

For details on (b), please refer to the User Guide of AE Information Update Form.

Step 5: Read the **Declarations** carefully and complete this section.

Step 11 of 12: DECLARATION　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　[Confirm]

☐　1.　We understand the role and responsibilities of AE and agree to abide by the Practical Experience Codes and Guidelines and other requirements as prescribed by the Institute for obtaining and retaining the registration as an AE.

☐　2.　We undertake to provide a quality training environment to QP students, which should include but not limited to the following areas:

- (i)　To ensure that members of the Institute or a recognized professional accountancy body, who have the necessary qualifications and experience, will assume the roles of MIC, MIC Deputies and Counselors.
- (ii)　To ensure that proper arrangements will be made for QP students in case of resignation, reassignment and reallocation, etc. of their former Counselors, and that each Counselor can supervise at most 8 QP students and other prospective members at any point of time.
- (iii)　To conduct due procedures to ascertain whether Counselors have been subject to disciplinary or regulatory action, and to notify the details of the disciplinary or regulatory action to the Institute in writing if any training personnel (e.g. Counselors) has been subject to any disciplinary or regulatory action by the Institute or other accountancy/ regulatory bodies.
- (iv)　To ensure that Development Commitment will be entered into between the MIC (or its deputies) and QP students so that both parties can obtain clear understanding of their expectations and responsibilities.
- (v)　To ensure that suitable arrangements will be made to monitor and supervise the QP student's progress (including on-the-job training, counseling and performance review) so that QP students can obtain appropriate breadth and depth of practical experience and develop the technical and enabling competences as prescribed in the Institute's Practical Experience Framework, and the review will take place at least twice a year.
- (vi)　To ensure that the Training Records (including the Reflective Statement) of QP students are duly reviewed and signed off at least on an annual basis.
- (vii)　To ensure that each QP student has prepared and maintained appropriate evidence to support the information made in the Training Records to facilitate the sign-off.
- (viii)　To ensure that the final Training Records of QP students will be endorsed by the MIC (or its deputies) at the completion of the practical experience period.
- (ix)　To render assistance to help QP students prepare for the Institute's Qualification Programme.

☐　3.　We agree that upon our successful registration, the Institute may publish certain information, including the name of our organization, contact details and appointment period, on its website and any relevant publications.

☐　4.　We undertake to complete the annual monitoring/ renewal exercise as requested by the Institute, and inform the Institute when there are any changes under our registration as an AE.

☐　5.　We understand that the Institute has the right to terminate our registration as an AE if the Institute's Qualification and Examinations Board is of the view that we are unfit to continue the registration.

☐　6.　We undertake to fully co-operate with any enquiry, briefing, authorization visit or investigation conducted by the Institute in relation to our registration and role as an AE.

☐　7.　We declare that the information given in this form is true and complete to the best of our knowledge and belief, and we waive all claims against the Institute for any loss or damage that we may suffer arising from this form.

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(1) Check the boxes to make declaration.

(2) Click "Confirm" button.

Step 6: **Submit** the online renewal form.

Step 12 of 12: SUBMISSION

Please click the "Printer" button to print this form for review.

You should ensure that th... ...edge and belief.

(1) Click the "Printer" icon to export and review your completed form.

Please be reminded to save the printed report in a secured location as the report may contain personal data.

Please refer to the Institute's privacy policy and personal information collection statement on its website at: https://www.hkicpa.org.hk/en/Tools/...

SUBMIT

(2) Click "SUBMIT" button to submit the form.

Note: After submission, the date and time of submission will appear on the screen. **Please save a copy of the submitted form for your record**. *You will not be able to access to the submitted form once you log out the system. Meanwhile, the online renewal form status will be changed to "Pending for PEF Approval".*

I do not wish to renew the AE registration, what should I do?

MIC can apply for AE deregistration via the online renewal form.

Step 1: Click "Deregister" button and you will access an online withdrawal form.
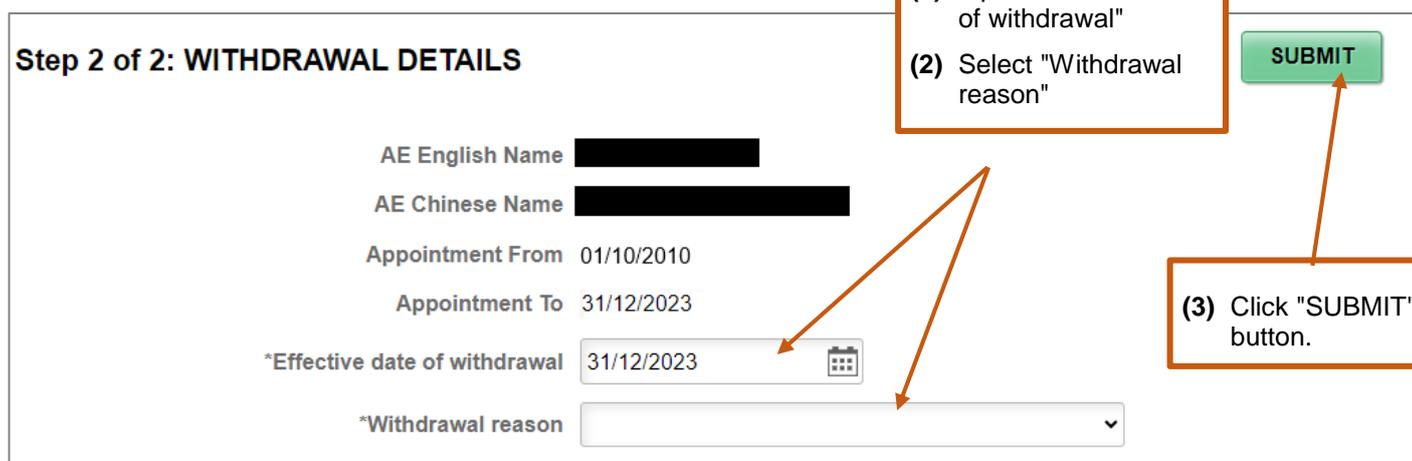

Meanwhile, the online renewal form status will be changed to "Not to renew".

Step 2: Read the **Important Notes** carefully and click "Next" button to go to the next section.

Step 3: Provide the withdrawal details and submit the request.

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

END