

Council for Estate Agencies (CEA)

# Continuing Professional Development System (CPDS) User Guide – Estate Agents

Version 1.0 dated 12 December 2025

## **DISCLAIMER**

The figures, data, and information presented in this user guide are for demonstration and training purposes only. These examples do not reflect actual production data, real user information, or live system statistics.

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## 1. Introduction

### 1.1 Overview of Continuing Professional Development System (CPDS)

The Continuing Professional Development System (CPDS) is a platform for real estate salespersons (RESs), key executive officers (KEOs) and their authorised users (AUs), and course providers to manage their respective administrative functions related to Continuing Professional Development (CPD) courses.

### 1.2 CPD Requirements

The annual CPD cycle begins on 1 January and ends on 31 December each year. To fulfil CPD requirements, KEOs and RESs must complete:

- **12 hours** of Structured Learning comprising:
  - **4 hours** of Prescribed Essentials
  - **8 hours** of Professional Competencies
- **4 hours** of Self-Directed Learning

## 2. Common Functionalities

### 2.1 Accessing the System

The internet portal is accessible to Corporate and Individual users for managing their transactions through the available services in the system.

CPDS can be accessed via any web browser on your device, preferably using one of the versions, from anywhere with an internet connection.

Web Browser Versions:

- Google Chrome (v140/v1390)
- Mozilla Firefox (v143/v142)
- Microsoft Edge (v141/v140)
- Opera (v122/v121)
- Safari (v18.6/v18.5)

### 2.2 Logging into the System

CPDS can be accessed via this URL: <https://eservices.cea.gov.sg/cpds>

Upon reaching the login page, you will be prompted to choose between **Singpass** and **Corppass** authentication. **Estate Agents must log in using Corppass** to access CPDS services as shown below:

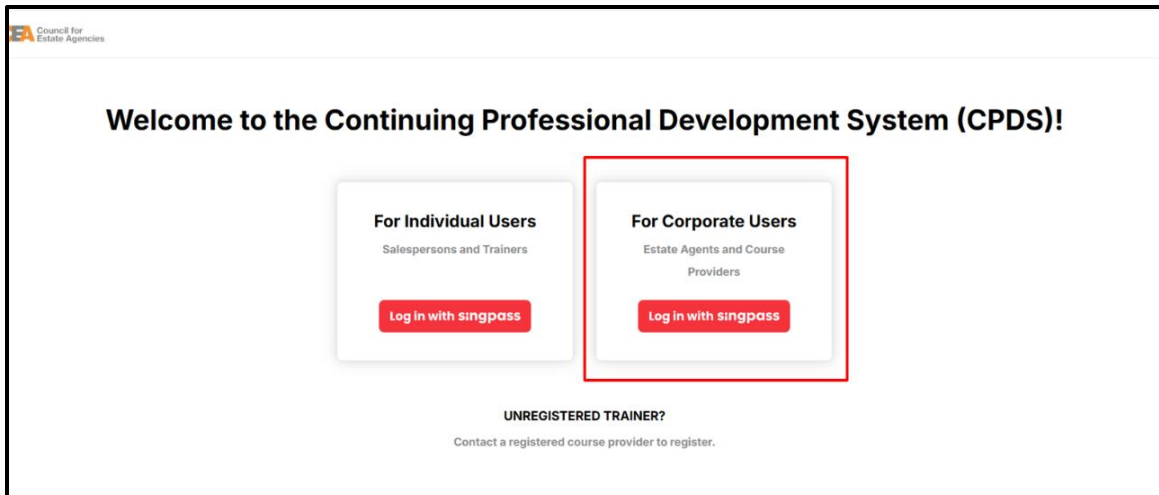


Figure 1 Corppass Login

To log in:

- **Scan the QR code** using your Singpass mobile app, or
- **Enter your Singpass ID and password** manually if preferred.

Note: Ensure that you are a registered Corppass user with your organisation before logging into CPDS.

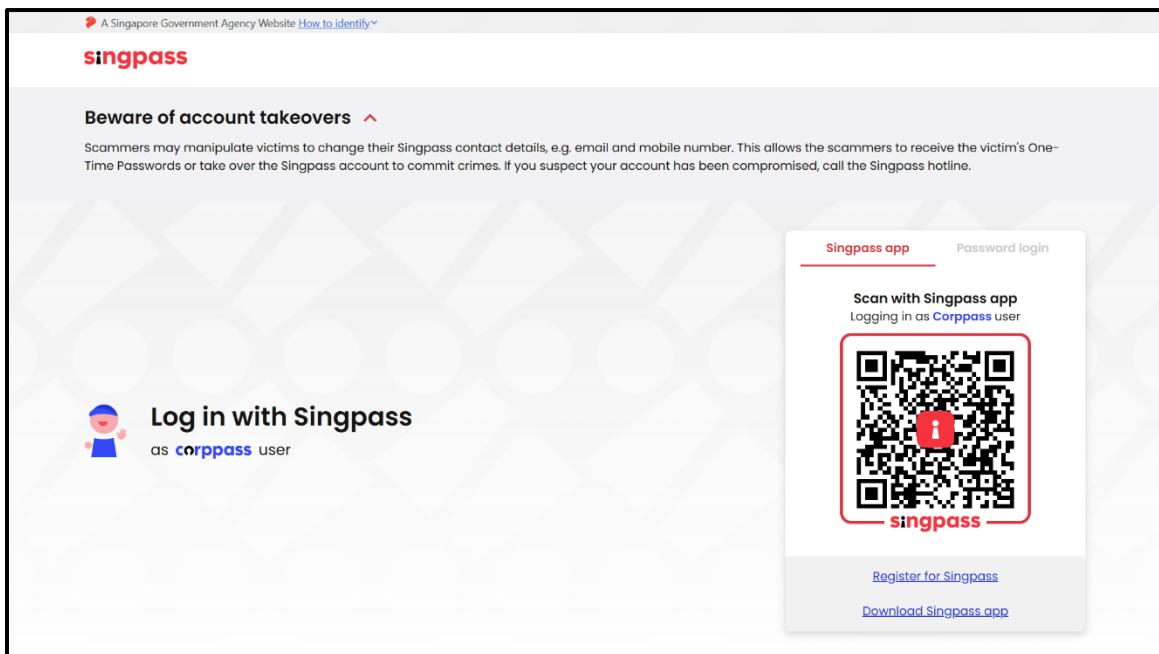



Figure 2 Singpass QR Code

A Singapore Government Agency Website [How to identify](#)

**singpass**

**Beware of account takeovers** ^


Scammers may manipulate victims to change their Singpass contact details, e.g. email and mobile number. This allows the scammers to receive the victim's One-Time Passwords or take over the Singpass account to commit crimes. If you suspect your account has been compromised, call the Singpass hotline.

 **Log in with Singpass**  
as **corppass** user

Singpass app **Password login**

**Log in**

Singpass ID

Password 

**Log in**

[Retrieve Singpass ID](#) [Reset password](#)

Register for Singpass

Figure 3 Singpass ID and Password

## 2.3 Multiple Roles Page

After logging in, users with multiple roles (i.e Course Provider and Estate Agent) will be redirected to the Multiple Roles Page. This page allows you to select the role you wish to proceed with.

Each role provides access to its respective services and dashboards within CPDS.

A Singapore Government Agency Website. Beware of government impersonation scams. [How to identify](#)

**CEA** Council for Estate Agencies [Logout](#)

**Welcome to the Continuing Professional Development System (CPDS)!**

**Select Profile to Begin:**

**Course Provider**  
SkillForge Institute

**Estate Agent**  
SkillForge Institute

Figure 4 Multiple Roles Page

## 2.4 Dashboard

Authorised Users are redirected to Estate Agent dashboard with key CPDS information:

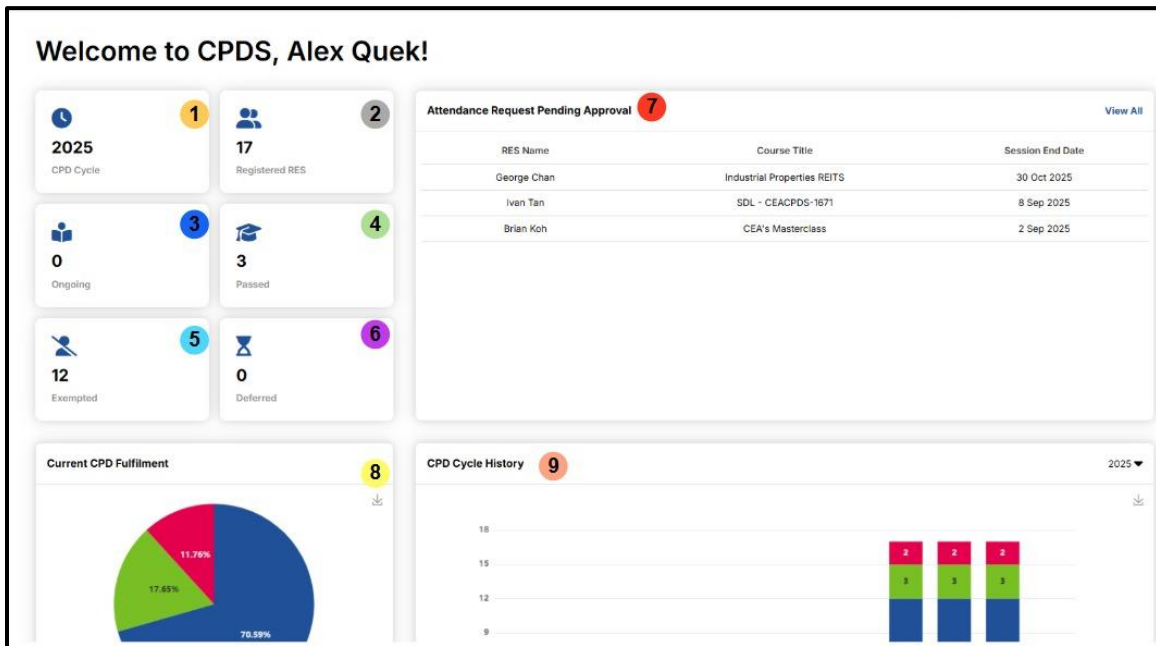


Figure 5 Estate Agent Dashboard

### 1. CPD Cycle

Display the current CPD cycle year.

### 2. Registered RES

Display the total number of registered RESs under the Estate Agent.

### 3. Ongoing

Display the total number of RESs with the ongoing status for CPD fulfilment.

### 4. Passed

Display the total number of RESs with the passed status for CPD fulfilment.

### 5. Exempted

Display the total number of RESs with the exempted status for CPD fulfilment.

### 6. Deferred

Display the total number of RESs with the deferred status for CPD fulfilment.

### 7. Attendance Request Pending Approval

Display the list of attendance requested by RESs that are pending the Estate Agent's approval.

### 8. Current CPD Fulfilment

A graphical representation of CPD fulfilment statuses for your RESs using Pie Chart.

## 9. CPD Cycle History

A graphical representation of CPD fulfilment statuses history using Stacked Column Chart.

### 2.5 Global Header

The Global Header at the top of the page contains Notifications, Name, and Role.



Figure 6 Global Header

### 2.6 Mini Profile

Click your name at the top right corner and a dropdown list of options will show:

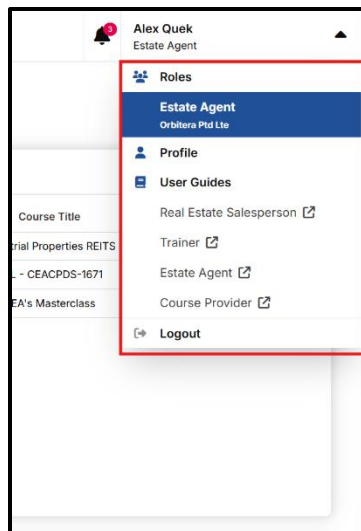


Figure 7 Mini Profile

- **Switch Roles** - Available only if you have multiple roles (i.e. Course Provider and Estate Agent).
- **Profile** - Edit Estate Agent's profile details.
- **User Guides** - Download user guides.
- **Logout** - Log out of the CPDS.

## 2.7 Notification Inbox

The Bell icon (Inbox) represents notifications for the user in CPDS:

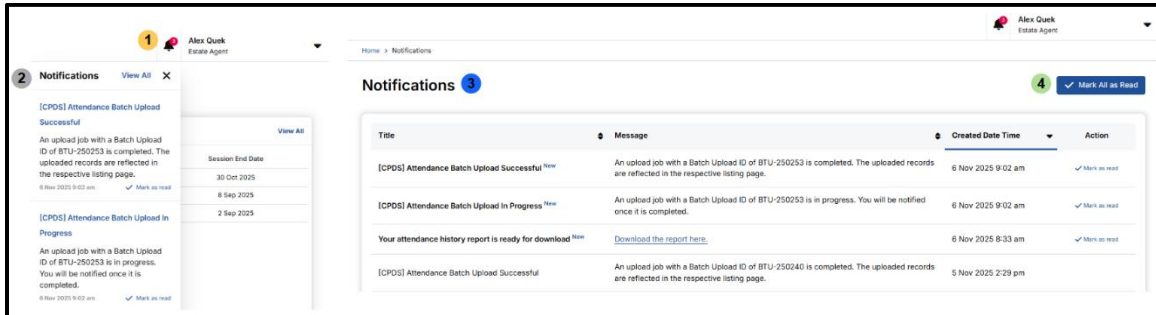


Figure 8 Notifications

1. **Bell icon (Inbox)** - Show the number of unread notifications.
2. **Popup panel** - Appear when the bell icon is clicked.
3. **Notification listing page** - Display when you click "View All" in the pop-up panel.
4. **Mark as Read** - Clear the count of unread notifications on the bell icon.

## 2.8 Menu

Click the arrow next to the system logo (top left) to open the menu, which displays all available services for Estate Agent in the system.

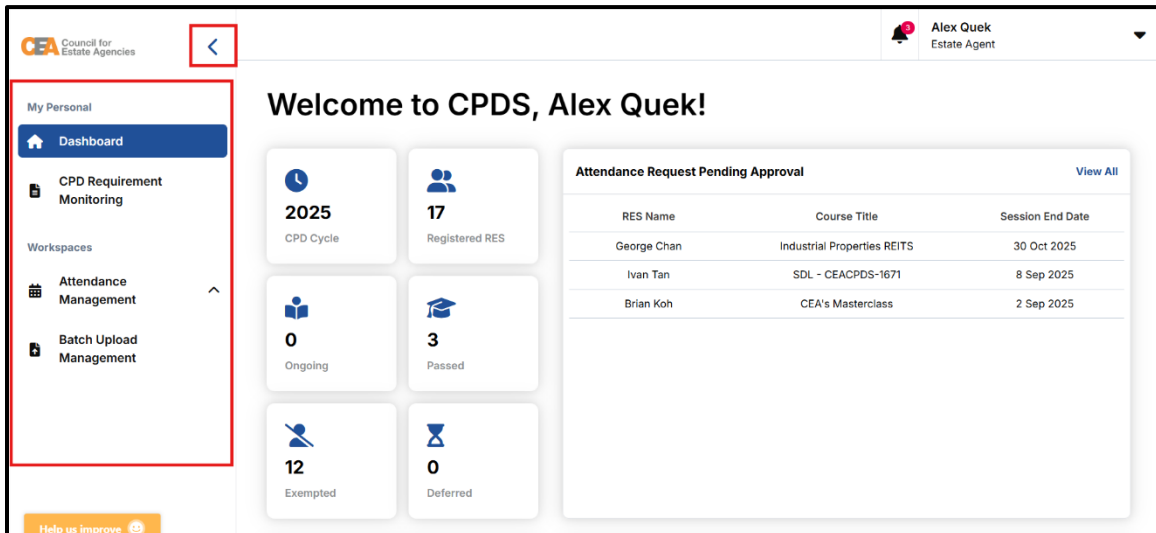


Figure 9 Global Menu

Click on the CEA Logo (top left) to return to the dashboard.



Figure 10 CEA Logo and Name

## 2.9 Header Links

Click on links in the top header to return to a previous page quickly.

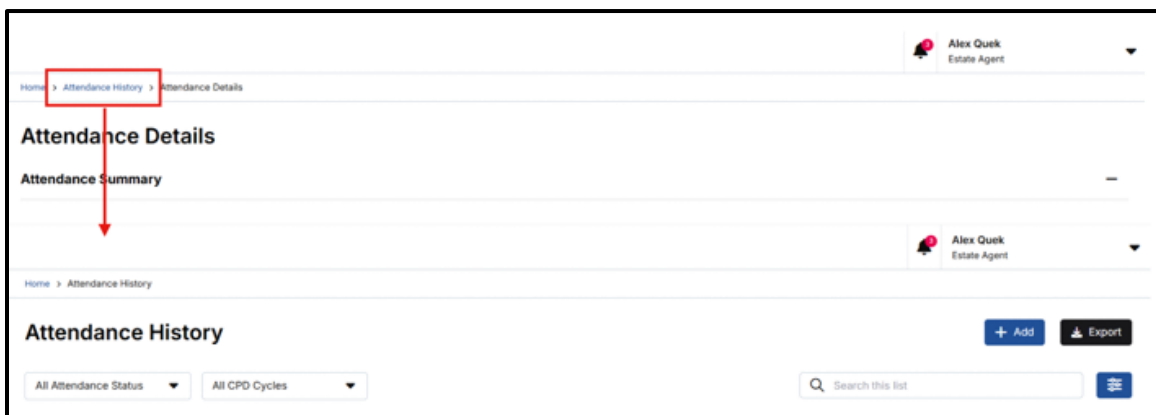


Figure 11 Header Links

## 3. Attendance Management

The Attendance Management module allows Estate Agent to manage attendance for their RESs. Estate Agent can view attendance history and create Self-Directed Learning (SDL) attendances for Registered and Returning RESs.

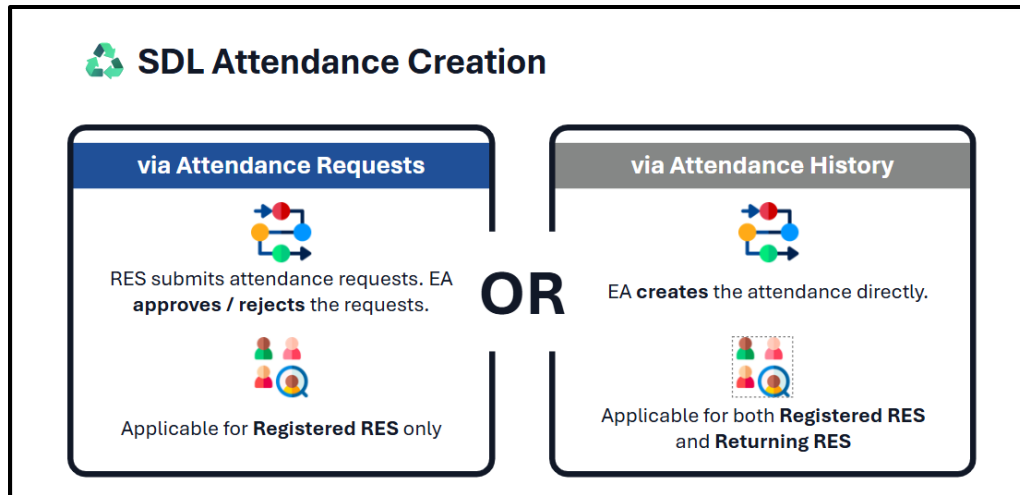


Figure 12 SDL Attendance Creation

### 3.1 Attendance History

Estate agents can view attendances recorded in the system in **Attendance History** under the Attendance Management module.

The listing page displays a summary of all attendance history:

Home > Attendance History

**Attendance History**

+ Add    Export

All Attendance Status    All CPD Cycles    1    2    Search this list    4

Session ID    5	RES ID	RES Name	CPD Category	Course Title	Allocated CPD Cycle	Session
-	T6721794U	Ivan Heng	Self-Directed Learning	Real Estate Salesperson 101	2025	14 No
-	T6721794U	Ivan Heng	Self-Directed Learning	Real Estate Salesperson 101	2025	14 No
-	T6721794U	Ivan Heng	Self-Directed Learning	Industrial Properties REITS	2025	30 No
-	S2134865V	Chloe Ho	Self-Directed Learning	Industrial Properties REITS	2025	30 No
-	S6130348B	Sam Ong	Self-Directed Learning	Industrial Properties REITS	2025	30 No

Rows per Page    5    1 - 5 of 69 Items    7    6    << < Page 1 of 14 > >>

Figure 13 Listing Page

1. **Quick Filter** - Filter the records by submission status.
2. **Quick Search** - Search for specific records by keywords.
3. **Export** - Export the displayed records on the listing page to an Excel file. The file can be downloaded from the notification inbox.
4. **Advanced Search** - Search for records by using more than one filter.
5. **Sorting** - Sort the records in the table by descending/ascending order.
6. **Pagination** - Navigate between pages of records.
7. **Rows per Page** - Adjust the maximum number of records to display per page.

The exported file shows only the records currently shown on the listing page, based on applied filters and search criteria.

### 3.2 Attendance Creation

In the Attendance History listing page, Estate Agent can create **SDL attendance** by clicking the +Add button:

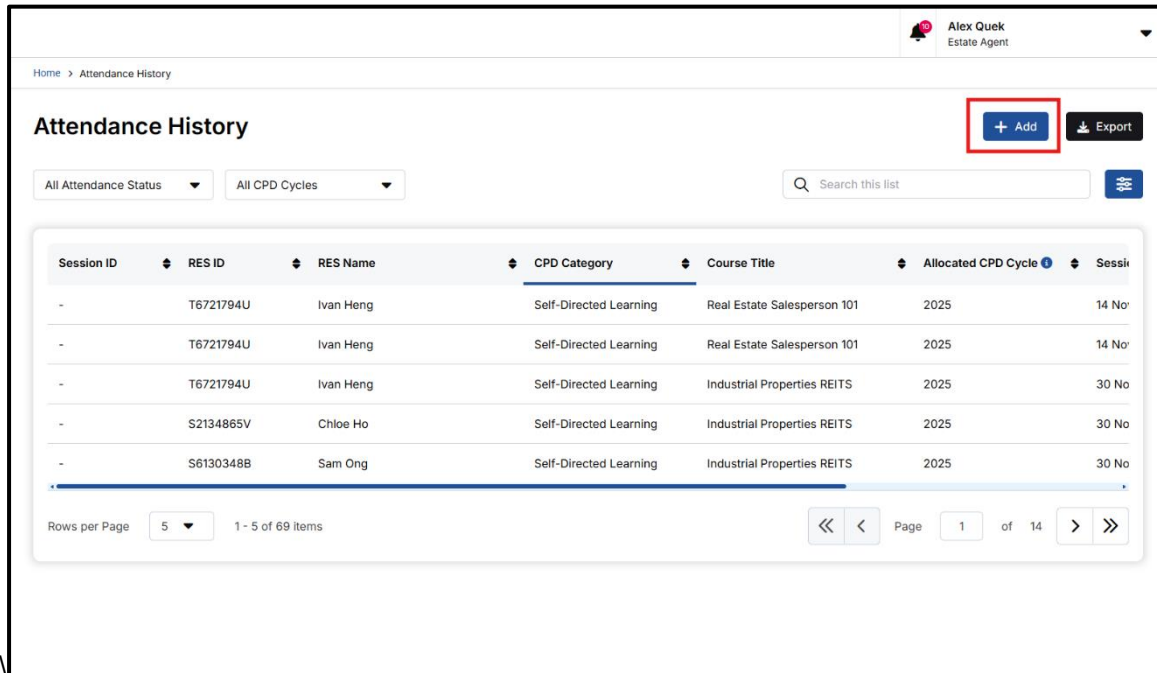


Figure 14 Add SDL Attendance

By clicking the +Add button, you will be directed to the **Create New Attendance** page. Estate Agent must fill in the fields with the correct information regarding the course that the RES attended.

Home > Attendance History > Create New Attendance

Alex Quek  
Estate Agent

### Create New Attendance

Attendance Type  
Self-Directed Learning

Session Information

Course Title

Course Provider Name

Generic Competencies Plus Category  
Select Generic Competencies Plus Category

Session Date  
Select Date — Select Date

Training Hours  
0

Figure 15 Create New Attendance Page

Once the fields are filled, Estate Agent must input the related RES ID that attended the course, which can be done by **two** entry methods:

### Manual Entry Attendance

1. The manual entry method allows Estate Agent to key in RES ID one at a time.

Attendee Information

Entry Method  
☒ Manual Entry ☐ Batch Upload

Attendees

RES ID  
T6721794U

RES Name  
Ivan Heng

Estate Agent Name  
Orbitera Ptd Lte

RES Status  
Registered

+ Add

Figure 16 Manual Entry

2. You can click the +add button to add another RES (maximum of 10 RESs per form).

Estate Agent Name  
Orbitera Ptd Lte

RES Status  
Registered

Delete

RES ID  
Type identification number to search RES

RES Name

Estate Agent Name

RES Status

Delete

+ Add

Figure 17 Add RES Attendee

- Once the RES ID is filled, you can click Submit to create the attendance in the system.
- SDL attendances created by Estate Agent will be reflected in RESs' profiles without the need to route for KEO's approval. For these attendances, Estate Agent is responsible for keeping the documentation certifying that the RESs had completed these courses.

2

Attendee Information

Entry Method  
☒ Manual Entry ☐ Batch Upload

Attendees
<p>RES ID T6721794U</p> <p>RES Name Ivan Heng</p> <p>Estate Agent Name Orbitera Ptd Lte</p> <p>RES Status Registered</p>

+ Add

Submit Cancel

Figure 18 Submit SDL Attendance

- Upon submission, you will be redirected to the **Attendance History** listing page and the newly created attendance record will appear in the table.

The screenshot shows the 'Attendance History' interface. At the top, there are filters for 'All Attendance Status' and 'All CPD Cycles', a search bar, and buttons for '+ Add' and 'Export'. Below the filters is a table with the following data row highlighted in red:

Session ID	RES ID	RES Name	CPD Category	Course Title	Allocated CPD Cycle	Session End Date
-	T6721794U	Ivan Heng	Self-Directed Learning	Real Estate Salesperson 101	-	14 Nov 2025

Figure 19 New Attendance Record

## Batch Upload Attendance

1. The batch upload entry allows Estate Agent to preload a **batch** of RES IDs (**maximum of 200**) in an excel file to be uploaded in system.

The screenshot shows the 'Attendee Information' form. Under 'Entry Method', the 'Batch Upload' radio button is selected. Below this, there is a section for 'Attendees' with a note: 'Only .xlsx with a max of 200 attendees per upload. Download the attendees template here.' A dashed box indicates where to drop the file, with the text 'Drop your file here or click to upload'. At the bottom, there are 'Submit' and 'Cancel' buttons.

Figure 20 Batch Upload

2. The batch upload template can be obtained by clicking the “**Download the templates here.**” hyperlink.

This screenshot is identical to Figure 20, but the hyperlink 'Download the attendees template here.' in the 'Attendees' section is highlighted with a red box to draw attention to it.

Figure 21 Attendees Template

3. Within the template, you will see that **column A1** is titled “RES ID” where you can key in the RES NRIC/FIN.

	A	B
1	RES ID	
2	T6721794U	
3	G2756916P	
4	T6199553H	
5		
6		
7		

Figure 22 Attendees RES ID

4. Save the file after keying the required information and upload it. Click the **Submit** button to start the file upload.

**Attendee Information**

Entry Method  
☐ Manual Entry ☒ Batch Upload

Attendees  
 Only .xlsx with a max of 200 attendees per upload. [Download the attendees template here.](#)

Drop your file here or click to upload

attendance-history-template (1).xlsx

**Submit** Cancel

Figure 23 Submit Batch Upload

5. You will be directed to the **Batch Upload Management** page to view the batch upload status.

### 3.3 Attendance Deletion

As an Estate Agent, you can delete SDL attendance.

1. Click the delete button to remove the attendance.
2. A warning pop-up will appear for you to confirm the deletion.
3. Please note that attendance deletion is only allowed until 30 September of every CPD cycle, i.e. before the renewal exercise begins.

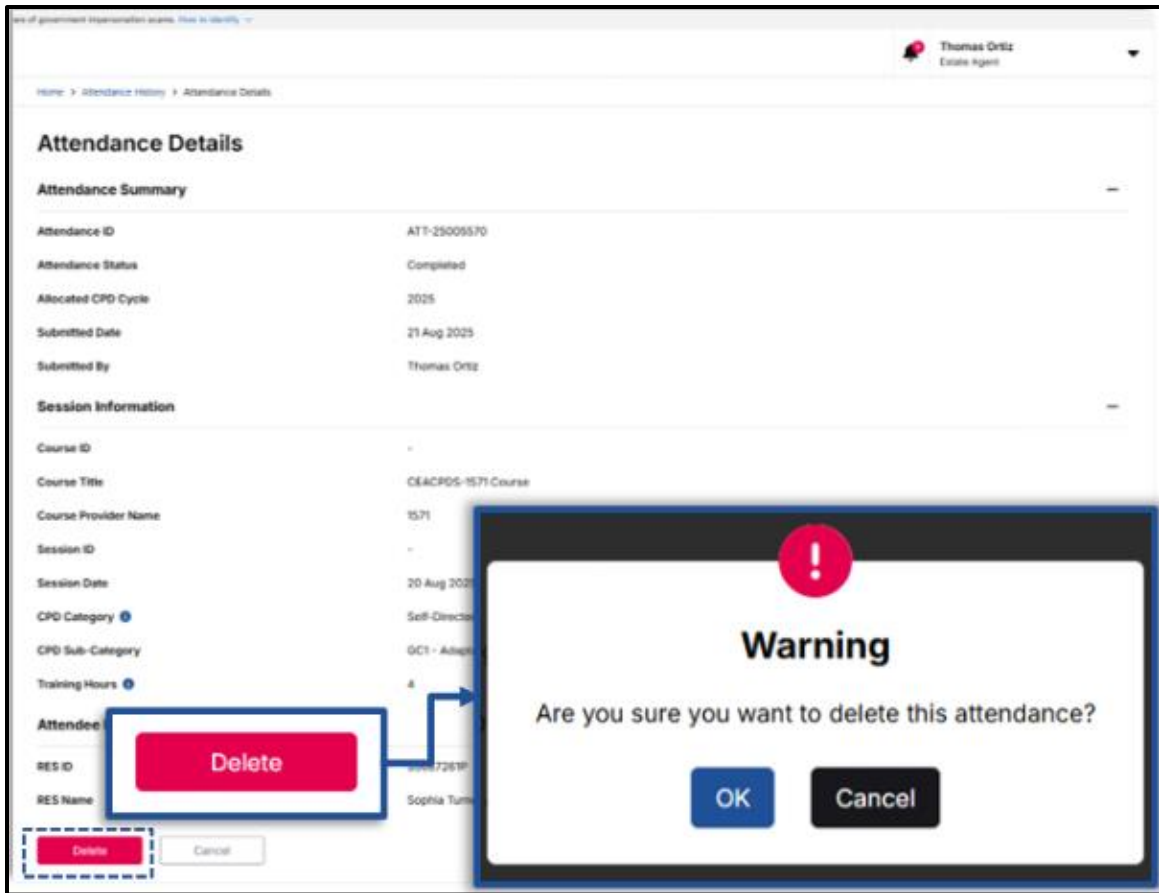


Figure 24 Delete SDL Attendance

### 3.4 Attendance Requests

RESs can submit an **SDL attendance creation or deletion request** to their Estate Agent.

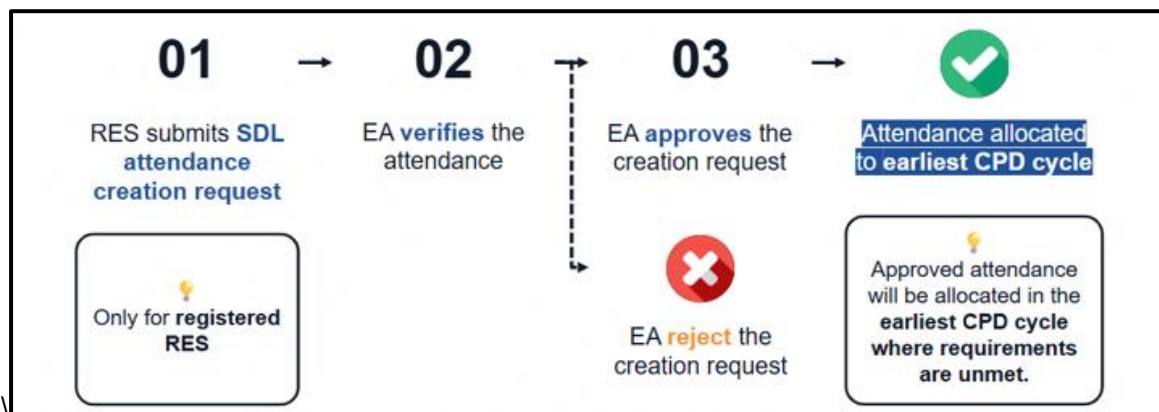
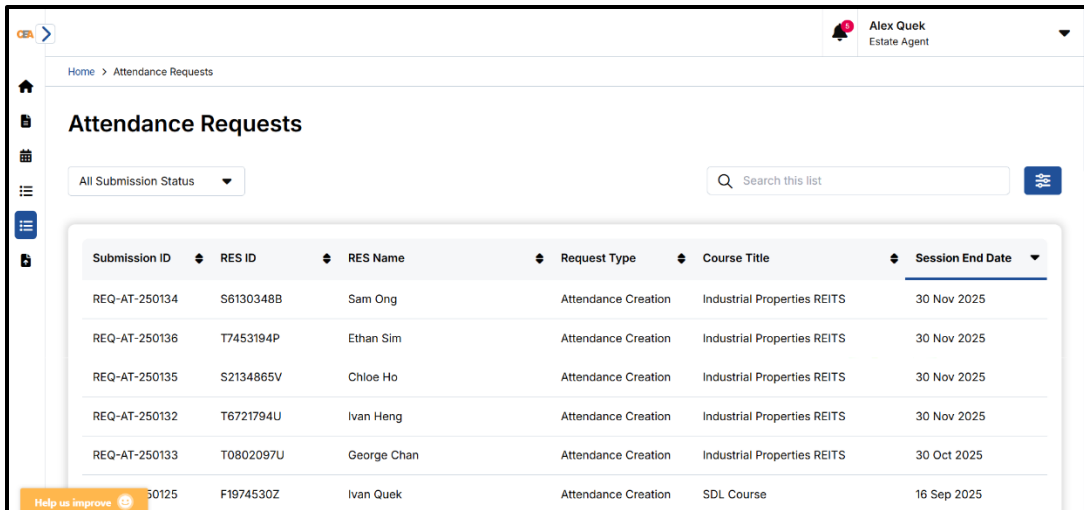


Figure 25 Attendance Requests Workflow

1. Go to the **Attendance Requests** under the Attendance Management dropdown menu.



Home > Attendance Requests

## Attendance Requests

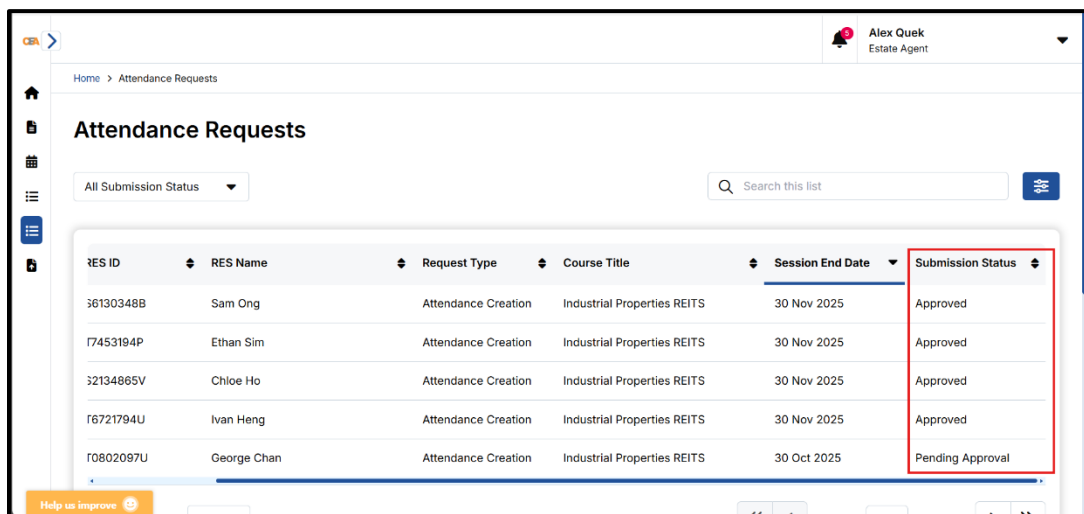
All Submission Status

Submission ID	RES ID	RES Name	Request Type	Course Title	Session End Date
REQ-AT-250134	S6130348B	Sam Ong	Attendance Creation	Industrial Properties REITS	30 Nov 2025
REQ-AT-250136	T7453194P	Ethan Sim	Attendance Creation	Industrial Properties REITS	30 Nov 2025
REQ-AT-250135	S2134865V	Chloe Ho	Attendance Creation	Industrial Properties REITS	30 Nov 2025
REQ-AT-250132	T6721794U	Ivan Heng	Attendance Creation	Industrial Properties REITS	30 Nov 2025
REQ-AT-250133	T0802097U	George Chan	Attendance Creation	Industrial Properties REITS	30 Oct 2025
30125	F1974530Z	Ivan Quek	Attendance Creation	SDL Course	16 Sep 2025

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Figure 26 Attendance Requests Page

- You can view attendance requests pending approval by the **Submission Status**.



Home > Attendance Requests

## Attendance Requests

All Submission Status

RES ID	RES Name	Request Type	Course Title	Session End Date	Submission Status
S6130348B	Sam Ong	Attendance Creation	Industrial Properties REITS	30 Nov 2025	Approved
T7453194P	Ethan Sim	Attendance Creation	Industrial Properties REITS	30 Nov 2025	Approved
S2134865V	Chloe Ho	Attendance Creation	Industrial Properties REITS	30 Nov 2025	Approved
T6721794U	Ivan Heng	Attendance Creation	Industrial Properties REITS	30 Nov 2025	Approved
T0802097U	George Chan	Attendance Creation	Industrial Properties REITS	30 Oct 2025	Pending Approval

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Figure 27 Attendance Requests Submission Status

- You can click one of the records to view the **Attendance Requests Details**.

Home > Attendance Requests > Attendance Request Details

## Attendance Request Details

Submission Summary

Submission ID

REQ-AT-250133

Request Type

Attendance Creation

Submission Status

Pending Approval

Submitted Date

30 Oct 2025

Session Information

Course Title

Industrial Properties REITS

Course Provider Name

Orange Grove Pte Ltd

Figure 28 Attendance Request Details Page

- After verifying the course information submitted by RES, Estate Agent may **approve** the attendance request. Estate Agent can also reject attendance requests.

30 Oct 2025 30 Oct 2025

Category

Self-Directed Learning

Generic Competencies Plus Category

GC1 - Adaptability

Training Hours

2

Attendee Information

RES ID

T0802097U

RES Name

George Chan

Certificate of Completion

Document 1.pdf

Download

Approve

Reject

Cancel

Figure 29 Attendance Request Approval

- When the attendance request is approved, the attendance will be allocated to the earliest CPD cycle where requirements are unmet.

For attendance deletion request, choose the record with the **Attendance Deletion** request type

The screenshot shows the 'Attendance Requests' page. At the top right, the user 'Alex Quek Estate Agent' is logged in. The breadcrumb trail is 'Home > Attendance Requests'. The page title is 'Attendance Requests'. Below the title, there is a filter dropdown set to 'Pending Approval' and a search bar with the placeholder 'Search this list'. A table displays the following data:

Submission ID	RES ID	RES Name	Request Type	Course Title	Session End Date	Submission Stat
REQ-AT-250273	S6130348B	Sam Ong	Attendance Deletion	Industrial Properties REITS	30 Nov 2025	Pending Approv

At the bottom of the table, there is a pagination control showing 'Rows per Page' set to 20, '1 - 1 of 1 item', and navigation buttons for previous and next pages.

Figure 30 Attendance Deletion Request

- You can click one of the records to view the **Attendance Requests Details**.

The screenshot shows the 'Attendance Request Details' page. The breadcrumb trail is 'Home > Attendance Requests > Attendance Request Details'. The page title is 'Attendance Request Details'. The page is divided into two main sections: 'Submission Summary' and 'Session Information'.

Submission Summary	
Submission ID	REQ-AT-250273
Request Type	Attendance Deletion
Attendance ID	ATT-25008211
Submission Status	Pending Approval
Submitted Date	1 Dec 2025

Session Information	
Course Title	Industrial Properties REITS
Course Provider Name	Orange Grove Pte Ltd
Session Date	30 Oct 2025 — 30 Nov 2025
Category	Self-Directed Learning
Generic Competencies Plus Category	GC1 - Adaptability
Training Hours	2

Figure 31 Attendance Deletion Request Details

- After verifying the attendance details and confirming with RES to delete the attendance, Estate Agent may approve the attendance request. Estate Agent can also reject the attendance request.

Submission ID	REQ-AT-250273
Request Type	Attendance Deletion
Attendance ID	ATT-25008211
Submission Status	Pending Approval
Submitted Date	1 Dec 2025

---

**Session Information**

Course Title	Industrial Properties REITS
Course Provider Name	Orange Grove Pte Ltd
Session Date	30 Oct 2025 — 30 Nov 2025
Category	Self-Directed Learning
Generic Competencies Plus Category	GC1 - Adaptability
Training Hours	2

---

**Attendee Information**

RES ID	S6130348B
RES Name	Sam Ong

Figure 32 Attendance Deletion Request Approval

- When the attendance deletion request is approved, the attendance will be permanently deleted from the system.

#### 4. Batch Upload Management

The batch upload management page allows Estate Agent to view the upload status for the submitted files.

Batch Upload History						
All Upload Status		Search this list				
Batch Upload ID	Record Type	Upload File	Upload Status	Error File	Created Date Time	Created By
BTU-250265	Attendance	<a href="#">attendance-history-template (1).xlsx</a>	Successful	-	16 Nov 2025 2:45 pm	Alex Quek
BTU-250253	Attendance	<a href="#">attendance-history-template (8).xlsx</a>	Successful	-	6 Nov 2025 9:02 am	Alex Quek
BTU-250240	Attendance	<a href="#">attendance-history-template (7).xlsx</a>	Successful	-	5 Nov 2025 2:29 pm	Alex Quek
BTU-250238	Attendance	<a href="#">attendance-history-template (6).xlsx</a>	Successful	-	5 Nov 2025 12:20 am	Alex Quek
BTU-250237	Attendance	<a href="#">attendance-history-template (6).xlsx</a>	Failed	<a href="#">Error_File.xlsx</a>	5 Nov 2025 12:17 am	Alex Quek

Figure 33 Batch Upload History

Batch Upload ID	Record Type	Upload File	Upload Status	Error File	Created Date Time	Created By
BTU-250265	Attendance	<a href="#">attendance-history-template (1).xlsx</a>	Successful	-	16 Nov 2025 2:45 pm	Alex Quek
BTU-250253	Attendance	<a href="#">attendance-history-template (8).xlsx</a>	Successful	-	6 Nov 2025 9:02 am	Alex Quek
BTU-250240	Attendance	<a href="#">attendance-history-template (7).xlsx</a>	Successful	-	5 Nov 2025 2:29 pm	Alex Quek
BTU-250238	Attendance	<a href="#">attendance-history-template (6).xlsx</a>	Successful	-	5 Nov 2025 12:20 am	Alex Quek
BTU-250237	Attendance	<a href="#">attendance-history-template (6).xlsx</a>	Failed	<a href="#">Error_File.xlsx</a>	5 Nov 2025 12:17 am	Alex Quek

Figure 34 Batch Upload Status

There are three statuses for batch upload:

- **Successful** - The batch upload is successful, and the attendance has been recorded in CPDS.
- **Ongoing** - The batch upload is still in progress.
- **Failed** - There are some errors inside the attendance template file.

If the upload status shows failed, there is an **error** with the format of the NRIC/FIN listed inside the excel file.

Batch Upload ID	Record Type	Upload File	Upload Status	Error File	Created Date Time	Created By
BTU-250265	Attendance	<a href="#">attendance-history-template (1).xlsx</a>	Successful	-	16 Nov 2025 2:45 pm	Alex Quek
BTU-250253	Attendance	<a href="#">attendance-history-template (8).xlsx</a>	Successful	-	6 Nov 2025 9:02 am	Alex Quek
BTU-250240	Attendance	<a href="#">attendance-history-template (7).xlsx</a>	Successful	-	5 Nov 2025 2:29 pm	Alex Quek
BTU-250238	Attendance	<a href="#">attendance-history-template (6).xlsx</a>	Successful	-	5 Nov 2025 12:20 am	Alex Quek
BTU-250237	Attendance	<a href="#">attendance-history-template (6).xlsx</a>	Failed	<a href="#">Error_File.xlsx</a>	5 Nov 2025 12:17 am	Alex Quek

Figure 35 Failed Batch Upload

1. Click the **error\_file.xlsx** to download the file containing the error details.

Batch Upload ID	Record Type	Upload File	Upload Status	Error File	Created Date Time	Created By
BTU-250265	Attendance	attendance-history-template (1).xlsx	Successful	-	16 Nov 2025 2:45 pm	Alex Quek
BTU-250253	Attendance	attendance-history-template (8).xlsx	Successful	-	6 Nov 2025 9:02 am	Alex Quek
BTU-250240	Attendance	attendance-history-template (7).xlsx	Successful	-	5 Nov 2025 2:29 pm	Alex Quek
BTU-250238	Attendance	attendance-history-template (6).xlsx	Successful	-	5 Nov 2025 12:20 am	Alex Quek
BTU-250237	Attendance	attendance-history-template (6).xlsx	Failed	Error_File.xlsx	5 Nov 2025 12:17 am	Alex Quek

Figure 36 Batch Upload Error File

- Open the file to view the error message inside the batch upload file.

	A	B
1	Cell	Error Message
2	Error At A2	RES ID 'F30214290' Not found in System
3		

Figure 37 Batch Upload Error Message

- You will have to rectify any errors in the **original batch upload file**, then upload the revised file again.

## 5. CPD Requirement Monitoring

The CPD Requirement Monitoring module allows Estate Agent to monitor and keep track of CPD fulfilment statuses.

### Real Estate Salespersons

- View own CPD fulfilment **by cycle**
- See progress across **SL, PE and SDL**
- Identify **outstanding** requirements

### Estate Agents

- Track CPD status for **registered RESs** under your agency
- Monitor fulfilment **by cycle and category**
- Identify who still has **unmet requirements**

**Why It Matters**  
 Helps both RESs and EAs stay accountable and ensure **timely fulfilment of CPD requirements** — based on actual training hours tracked in CPDS.

Figure 38 CPD Requirement Monitoring for EAs & RESs

1. View **CPD Requirement Monitoring** by clicking on the menu to display CPD fulfilment details.

CPD Requirement Monitoring

2025 All CPD Fulfilment Status Search this list

RES ID	RES Name	CEA Registration Number	CPD Cycle	CPD Fulfilment Status
F0857573X	Julia Ng	R20250802N	2025	Exempted
F1974530Z	Ivan Quek	R20250807N	2025	Exempted
S6130348B	Sam Ong	R20250865N	2025	Passed
T6721794U	Ivan Heng	R20250864N	2025	Ongoing
T4827487N	Ethan Phua	R20250804N	2025	Exempted

Help us improve 1 - 5 of 17 items Page 1 of 4

Figure 39 CPD Requirement Monitoring Page

2. Click on one of the records to view the CPD fulfilment details for each RES.

CPD Requirement Monitoring Details

RES Information

RES ID	S6130348B
RES Name	Sam Ong
CEA Registration Number	R20250865N

View Attendance

Cycle Information

CPD Cycle	2025
CPD Fulfilment Status	Passed
CPD Training Hours	

Figure 40 CPD Requirement Monitoring Details Page

3. Navigate to the **Cycle Information** section which displays the current CPD fulfilment.

Cycle Information

CPD Cycle

2025

CPD Fulfilment Status ⓘ

Passed

CPD Training Hours

CPD Category	Prescribed Essentials ⓘ	Structured Learning ⓘ	Self-Directed Learning ⓘ
Required	4	8	4
Completed	4	8	4
Outstanding	0	0	0

Figure 41 Cycle Information – Passed

- **Required:** The training hours that RES has to fulfil in this CPD cycle.
  - **Completed:** The training hours RES has obtained.
  - **Outstanding:** The training hours that RES has yet to fulfil.
4. The CPD Fulfilment Status will be reflected as **Failed**, if the RES did not fulfil the annual CPD requirements at the end of the CPD cycle.

Cycle Information

CPD Cycle

2025

CPD Fulfilment Status ⓘ

Failed

CPD Training Hours

CPD Category	Prescribed Essentials ⓘ	Structured Learning ⓘ	Self-Directed Learning ⓘ
Required	4	8	4
Completed	0	0	0
Outstanding	4	8	4

Figure 42 Cycle Information - Failed

5. Newly registered RESs are **exempted** from the first cycle's CPD requirements.

Cycle Information

CPD Cycle

2025

CPD Fulfilment Status ⓘ

Exempted

CPD Training Hours

CPD Category	Prescribed Essentials ⓘ	Structured Learning ⓘ	Self-Directed Learning ⓘ
Required	0	0	0
Completed	0	0	0
Outstanding	0	0	0

Figure 43 Cycle Information - Passed

6. Estate Agent can also view the **previous cycle information** for each RES.

Previous Cycle Information	
CPD Cycle	2025
CPD Fulfilment Status ⓘ	Failed
Outstanding PE Hours ⓘ	4
Outstanding SL Hours ⓘ	8
Outstanding SDL Hours ⓘ	4
Returning Clearance Status ⓘ	Uncleared

CPD Cycle	2024
CPD Fulfilment Status ⓘ	Passed
Outstanding PE Hours ⓘ	0
Outstanding SL Hours ⓘ	0
Outstanding SDL Hours ⓘ	0
Returning Clearance Status ⓘ	Not Applicable

Figure 44 Previous Cycle Information

7. There are three statuses for Returning Clearance:
- **Cleared:** The RES has met the outstanding requirements from the previous cycle.
  - **Uncleared:** The RES still has not met the requirements for the failed cycle.
  - **Not Applicable:** The RES is exempted from CPD requirements or CPD cycle is currently ongoing.
8. You can view the attendance by clicking the **View Attendance** button.

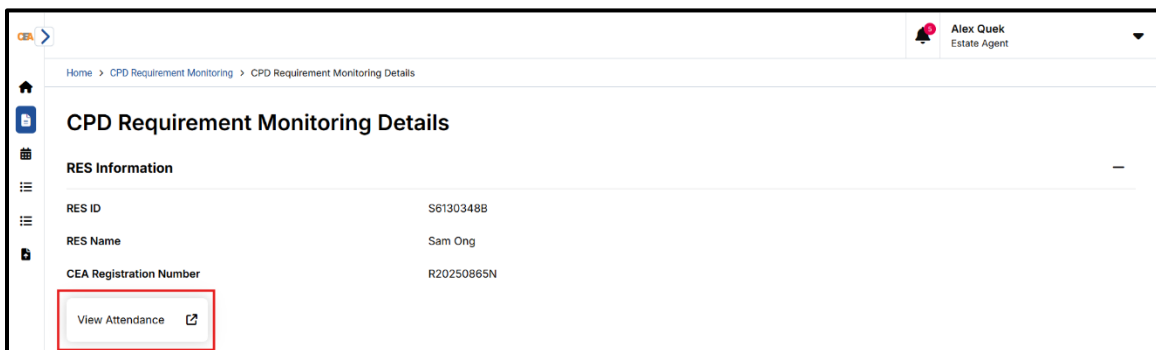


Figure 45 View RES Attendance

9. You will be redirected to the **Attendance History** listing page for the RES whose attendance you are viewing.

Home > Attendance History

### Attendance History

+ Add    Export

All Attendance Status    All CPD Cycles    Search this list

Session ID	RES ID	RES Name	CPD Category	Course Title	Allocated CPD Cycle	Session End
SSN-250240	S6130348B	Sam Ong	Structured Learning	SH Cluedo: 8 hours SL	2025	7 Sep 202
-	S6130348B	Sam Ong	Self-Directed Learning	RES Compliance 101	2025	6 Nov 202
-	S6130348B	Sam Ong	Self-Directed Learning	Industrial Properties REITS	2025	30 Nov 20
SSN-250220	S6130348B	Sam Ong	Prescribed Essentials	Golden PE Course : 4 Hour	2025	12 Sep 20
-	S6130348B	Sam Ong	Structured Learning	Course From Migrations	2024	23 Feb 20

Rows per Page: 5    1 - 5 of 9 items    Page 1 of 2

Figure 46 Filtered RES Attendance

10. You can click on one of the records to view the attendance history details.

Home > Attendance History > Attendance Details

### Attendance Details

#### Attendance Summary

Attendance ID	ATT-25007720
Attendance Status	Completed
Allocated CPD Cycle	2025
Submitted Date	1 Sep 2025
Submitted By	Chloe KOH (CEA)

#### Session Information

Course ID	CRS-250233
Course Title	Golden PE Course : 4 Hour
Course Provider Name	Zombie School
Session ID	SSN-250220

Figure 47 Attendance Details Page