**Assessment Of Professional Competence**

### **CHECKLIST FOR SUBMISSION OF DOCUMENTS**

**Candidate’s Name:**

**Membership No. :**

## APC route:

| **No** | **Description** | **Yes** | **No** |
| --- | --- | --- | --- |
| **For Repeat Candidates (except for Reciprocity Route and Special Provision Routes) reappearing for the full APC** | | | |
| a. | Duly Filled APC Application Form and Evidence for Application Processing Payment |  |  |
| b. | Form A1 – Candidate’s Self-Assessment of Experience (updated) and Verification by the Supervisor (to be sent through the Supervisor) |  |  |
| c. | Form A2 – Summary of Experience (updated) |  |  |
| d. | Form B – Professional Development- CPD record (updated) |  |  |
| e. | Form C – Submission of Answer to Practice Problem |  |  |
| f. | Form D – Submission of Critical Analysis Report |  |  |
| g. | Report on the Answer to the Practice Problem, Critical Analysis, and a maximum of 500 words on how the candidate has improved since the last attempt, highlighting the actions taken to address the deficiencies identified |  |  |
| **For Repeat Candidates (except for Reciprocity Route and Special Provision Routes), reappearing ONLY for the Critical Analysis and Viva Voce.** | | | |
| a. | Duly Filled APC Application Form and Evidence for Application Processing Payment |  |  |
| b. | Form A1 – Candidate’s Self-Assessment of Experience (updated) and Verification by the Supervisor (to be sent through the Supervisor) |  |  |
| c. | Form A2 – Summary of Experience (updated) |  |  |
| d. | Form B – Professional Development- CPD record (updated) |  |  |
| e. | Form D – Submission of Critical Analysis Report |  |  |
| f. | Report on the Critical Analysis and a maximum of 500 words on how the candidate has improved since the last attempt, highlighting the actions taken to address the deficiencies identified |  |  |
| **For Repeat Candidates (except for Reciprocity Route and Special Provision Routes), reappearance is ONLY for the Viva Voce.** | | | |
| a. | Duly Filled APC Application Form and Evidence for Application Processing Payment |  |  |
| b. | Form A1 – Candidate’s Self-Assessment of Experience (updated) and Verification by the Supervisor (to be sent through the Supervisor) |  |  |
| c. | Form A2 – Summary of Experience (updated) |  |  |
| d. | Form B – Professional Development- CPD record (updated) |  |  |
| e. | Report (500 words) on how the candidate has improved since the last attempt, highlighting the actions taken to address the deficiencies identified |  |  |
| **For Repeat Candidates for the Reciprocity Route, reappearing ONLY for the Viva Voce** | | | |
| a. | Duly Filled APC Application Form and Evidence for Application Processing Payment |  |  |
| d. | Report (500 words) on how the candidate has improved since the last attempt, highlighting the actions taken to address the deficiencies identified |  |  |

Note to candidates (except Reciprocity Route):

If the candidate failed only on the Viva Voce interview component but was unable to appear within the immediate subsequent three APC sessions, such candidate shall answer the practice problem issued by the IQSSL to be eligible for re-assessment in the interview.

**Candidate’s Declaration.**

I confirm that the above records are true and accurate.

Signature: ……………………………………….. Date: …………................................