

# Notes for Applicants

## Electronic submission of CSE application

- 1) To submit e-application and all attachments on or before application deadline, i.e. **3 April 2024** for CSE May 2024. No application will be accepted after deadline.
- 2) No amendment to the application can be made by the applicants after the deadline.
- 3) Applicants need to input the HKICBSC scores (excluding the last 6-month rotation) and SDR rating (up to the 3 most recent SDR) into the Information Sheet on HKICBSC Assessment Scores and Information Sheet on SDR Rating (Information Sheets).
- 4) Information Sheets in excel format should be submitted online as an Attachment to the e-application on or before the deadline. To ensure that your excel files can be opened by CSE Secretariat, please do not use mobile application to submit excel files.

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- 5) Information received by HAHO after the deadline will not be accepted and the related scores and/ rating will not be counted. No notification will be given to the applicants.
- 6) Applicants should check and ensure the correctness of their data input for CSE application.
- 7) If there is any incorrect, incomplete or inappropriate information inputted in the Information Sheet(s), the concerned rating and/ scores will not be counted. No notification will be given to the applicants.
- 8) Information about HKICBSC scores submitted by the applicants will be sent to HKICBSC for checking and verification. Final scores counted will be according to the information verified by HKICBSC.

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- 9) Please note that the file size limit of **each attachment is 5MB** and a **maximum of 25 files** can be uploaded to the system. For uploading the attachment which exceeds the file size limit, to **divide it into different files and add a number at the end** of the file name showing the sequence is suggested.
- 10) All pdf documents, especially SDR forms should be submitted in **non-editable pdf format**.
- 11) If you wish to submit **other training records** (e.g. CME report, Log Book Summary Report, Log Book Summary, DOPS, CBD) please upload them to the system **as Supporting Documents**, instead of including them into the file of HKICBSC Assessment Forms.

# Notes for Applicants

## Referee Assessment Form

1. Applicants need to forward the Referee Assessment Form (excel worksheet) to their **3** referees.
2. Referees need to email the completed Assessment Form to CSE Secretariat directly (email address: [hacse@ha.org.hk](mailto:hacse@ha.org.hk)) on or before the deadline, i.e. **10 April 2024** for CSE May 2024.
3. Referees can contact the CSE Secretariat direct for any enquiries about the Referee Assessment Form.
4. No notification about the submission/status of Referee Assessment Form will be provided to the applicants.
5. Referee Assessment Form(s) received by CSE Secretariat after the deadline will not be accepted and the scores in the related form(s) will not be counted. No notification will be given to the referee(s) or the applicant(s) concerned.
6. Applicants need to check the eligibility of their referees. Referee Assessment Form(s) provided by NOT ELIGIBLE referee(s) will NOT be handled. No notification will be given to the applicant(s) and referee(s) concerned.