User Guide
Certification Programme for Virtual Asset Professionals
(CVAP)

Content

Overview

- This is the Certification Programme for Virtual Asset Professionals (CVAP).

- The CVAP follows a two-step completion process, which must be finished within six months of enrolling in the core curriculum:

  — Step 1: Complete the core curriculum

  — Step 2: Complete two elective modules
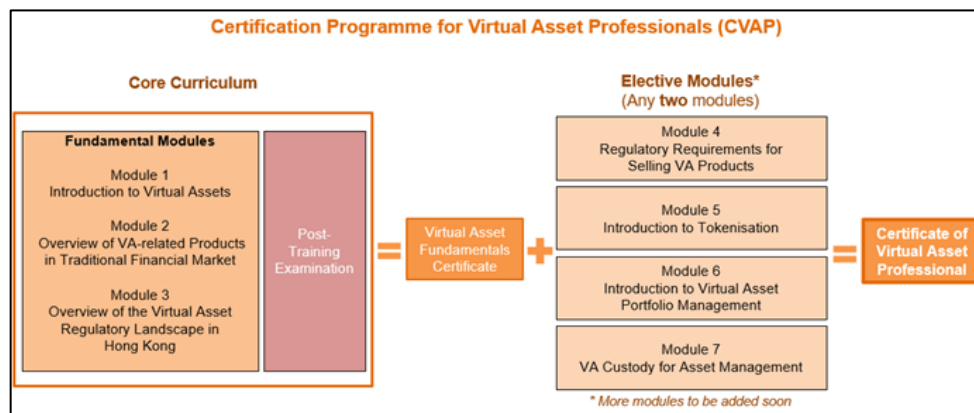
- You are required to:

  – Log in to your personal account or create one on the HKSI Institute Online Portal to enrol in the Core Curriculum (Fundamental Modules and Post-Training Examination).

  – Complete all parts of the training and successfully pass the post-course assessments by achieving the required passing score.
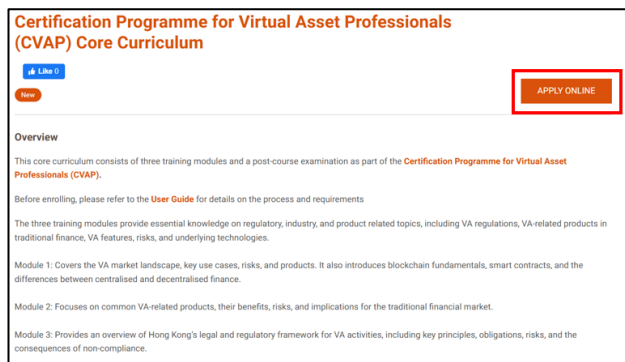
  – Schedule the post-training examination*.

  * *Remember to schedule the examination before the scheduling deadline. Refer to the Examinations Important Dates for details.*

Account Creation

- If you are an LE exam candidate who enrolled in the exam between 1 January 2015 and 27 September 2017, or if you are an active individual member, please activate your previous account.

- For new users, please create your personal account on our Online Portal.

- Please visit the Account Creation Video for further instructions on account creation and activation.

- If you are a staff member of our corporate member, please ensure the **"Current Employment"** section under PROFILE is correctly updated on the Online Portal to enjoy the member price.

Course Enrolment

- Go to the Certification Programme for Virtual Asset Professionals (CVAP) Core Curriculum via HKSI Institute website

- Click **"APPLY ONLINE"** and then click on **"Add to Cart"**

- If you are not already logged into your account, log in to the Online Portal using your credentials and complete the checkout within 15 minutes

Course Enrolment (con't)
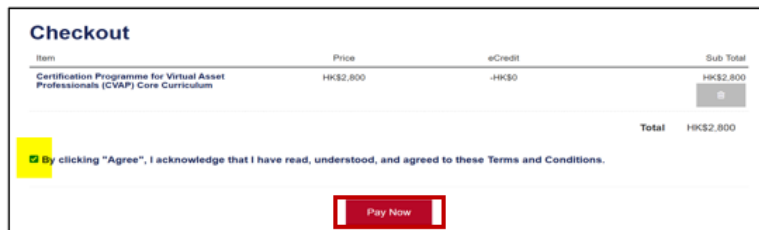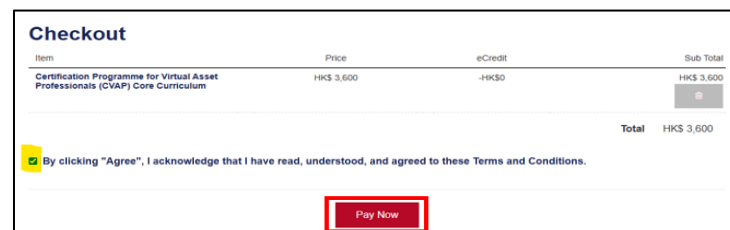
- Ensure the course name and price are correct (HKD2,800 for members and HKD3,600 for non-members), then tick the checkbox to view the **Terms and Conditions,** scroll down, click "**Agree**" and then proceed to click **"Pay Now"**.
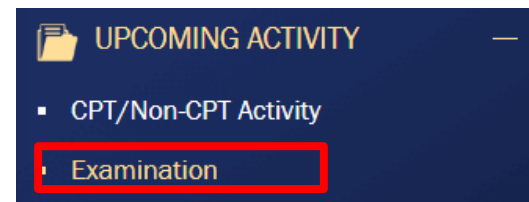
- After enrolment, click **"CPT/Non-CPT Activity"** under the **"UPCOMING ACTIVITY"** tab to either launch the enrolled training or to schedule the examination.
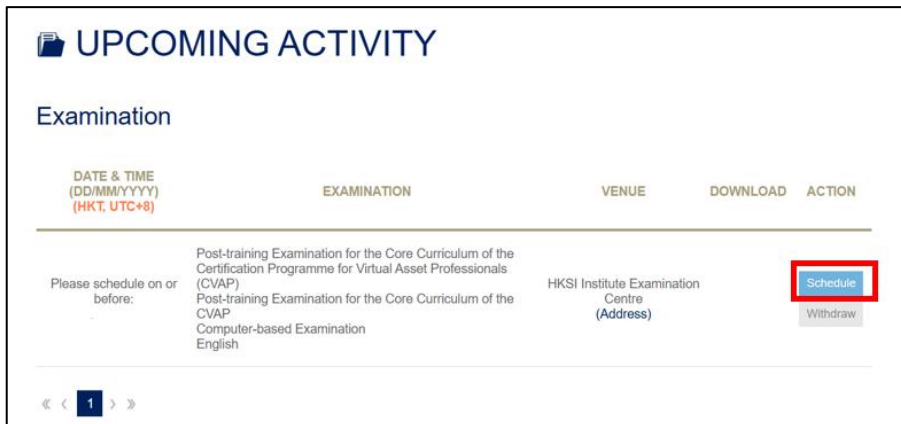
- For the Post-training Examination of the Core Curriculum, remember to **schedule** your exam session on the Online Portal after receiving an email notification. Refer to <u>Step 2 of the Scheduling Guide</u> for instructions.
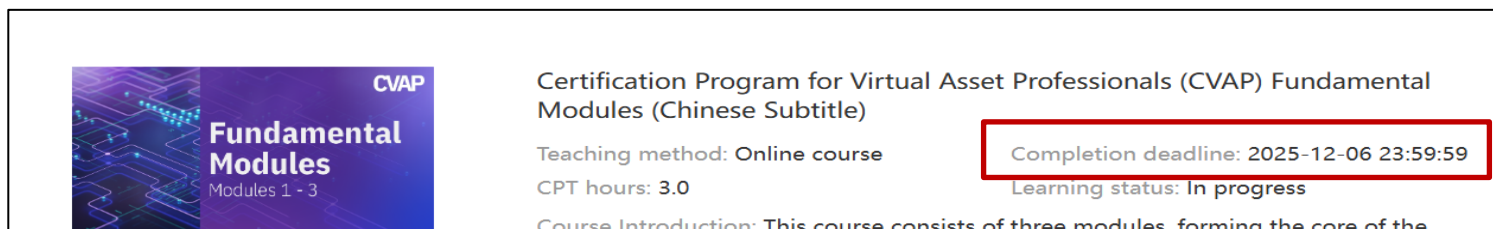
- You must complete the fundamental modules **at least five days** before the scheduled examination. Failure to do so will result in disqualification from sitting the exam, and all fees paid will be **non-transferable** and **non-refundable**.

Launch the eCourse via Online Portal

- Log in to the HKSI Institute Online Portal: https://login.hksi.org/login by using your credentials *(refers to Account creation, if needed)*.

- Click on **"CPT/Non-CPT Activity"** under UPCOMING ACTIVITY tab.

- Click the **"Launch Online"** button to be redirected to the Learning Management System (LMS) page.

Launch Course Content on LMS
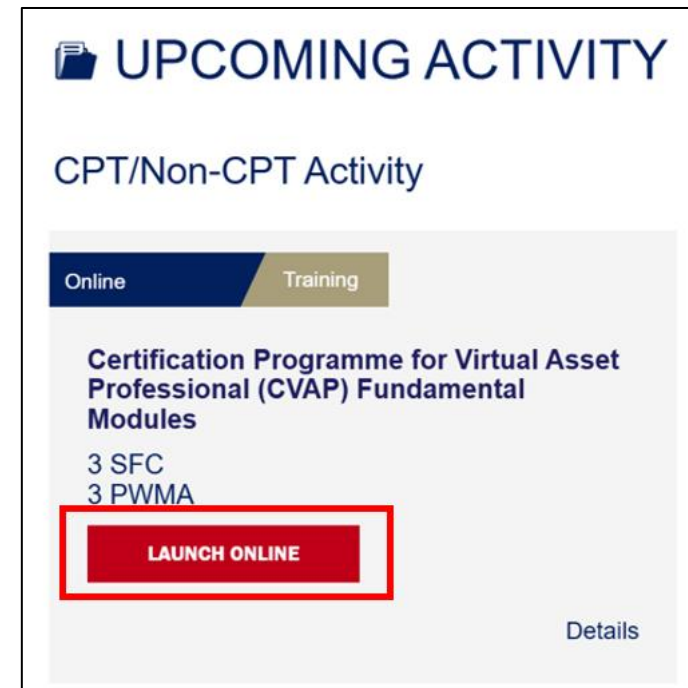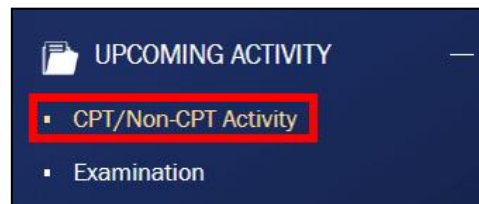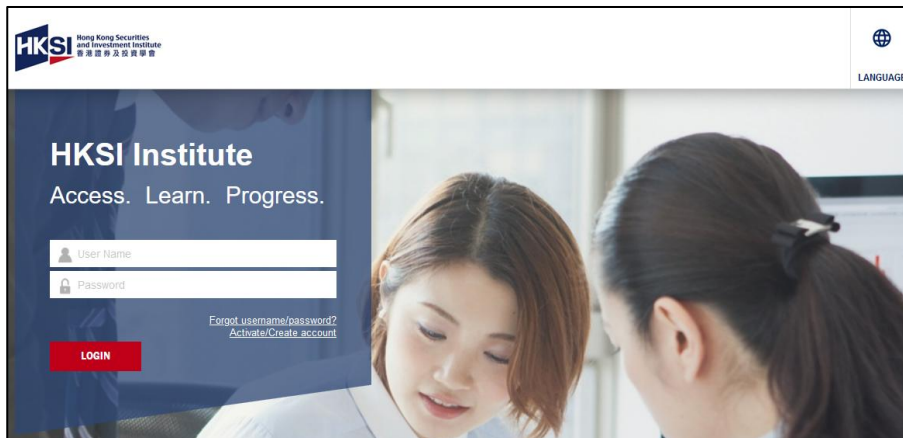
- On the LMS, view the course details and the **90-day completion deadline**. Ensure you finish the course before the deadline, as access will expire afterward.

- The following items are included in this Fundamental Modules eCourse:

  – Video transcripts in Traditional Chinese and Simplified Chinese

  – Three eCourse modules, each with a final assessment:

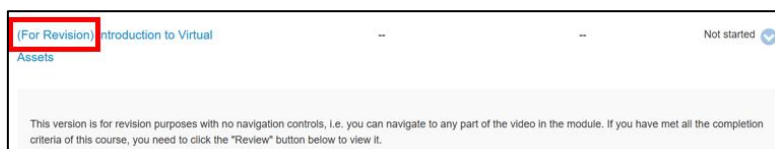   - Module 1: Introduction to Virtual Assets
    - Module 2: Overview of VA-related Products in Traditional Financial Market
    - Module 3: Overview of the Virtual Asset Regulatory Landscape in Hong Kong

  – Study materials for Module 3

  – A "**For Revision**" version without navigation controls, accessible within the 90-day access period

- You must go through the part(s) in sequence and cannot skip any part of the video if you view the course for the first time.

Click to download the presentation slide

Click to save progress when Exit course

Next will only be activated after viewing the video of the section

Progress bar (draggable after full view)

Volume control

Closed Caption

Exit the eCourse

- To exit the course at any time and save your progress, follow the steps below:
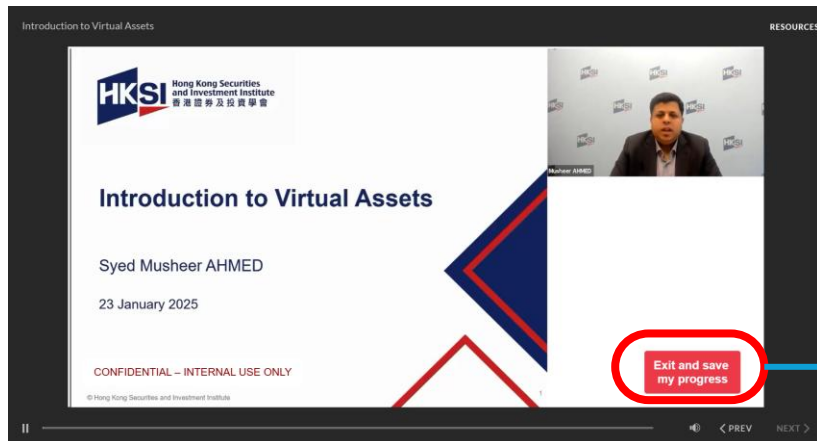
Click "Exit and save my progress",
then click "Exit the course
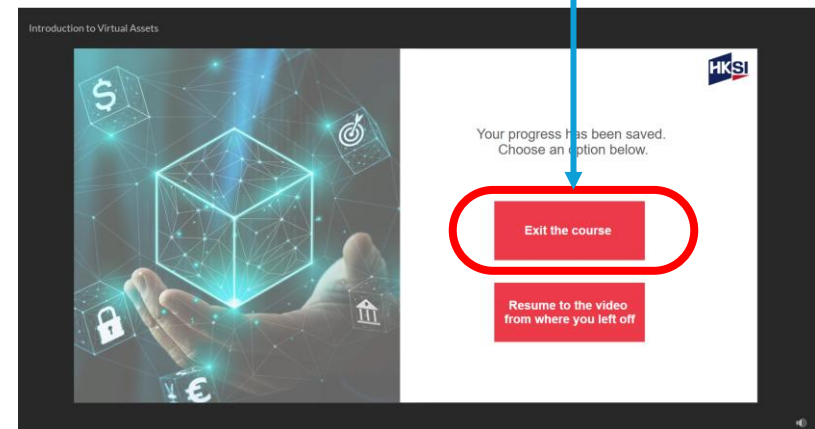
Resume the eCourse

1. Click on the course name.

Name	Last Access Date	Best score	Status
Module 1: Introduction to Virtual Assets	2025-03-12 18:01:34	0	In progress

2. Locate the **"Resume"** button and click it.
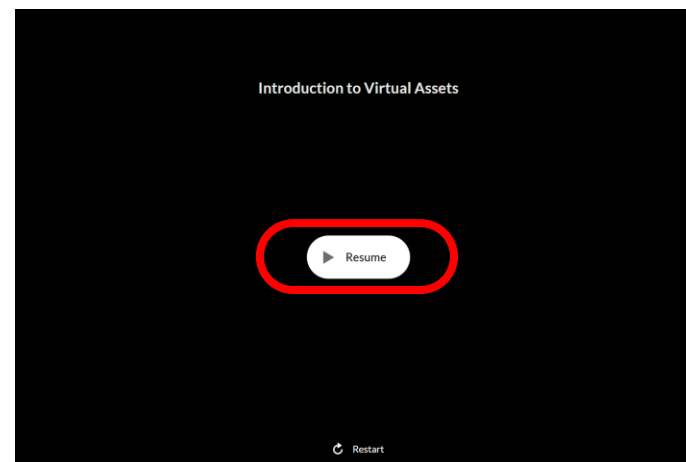
3. Click the **"Resume the video from where you left off"** button to continue your course.
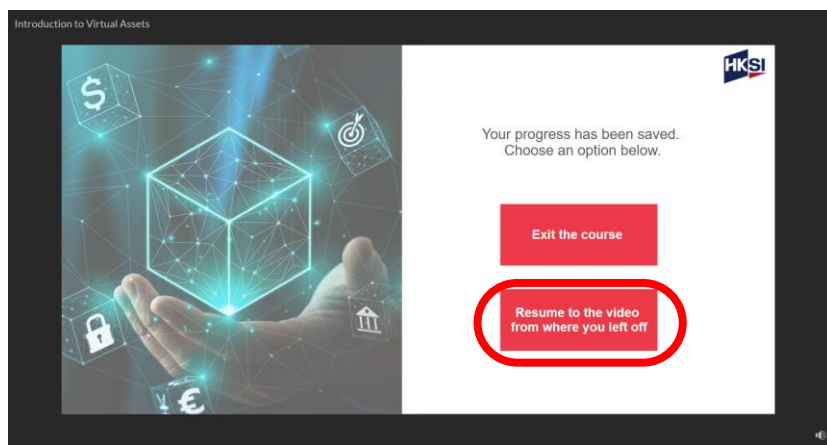
Complete the eCourse

- After viewing the video, you must complete a final assessment. To complete each module, you must achieve **an 80% passing score.**

- You have unlimited attempts in the assessment until you pass it.
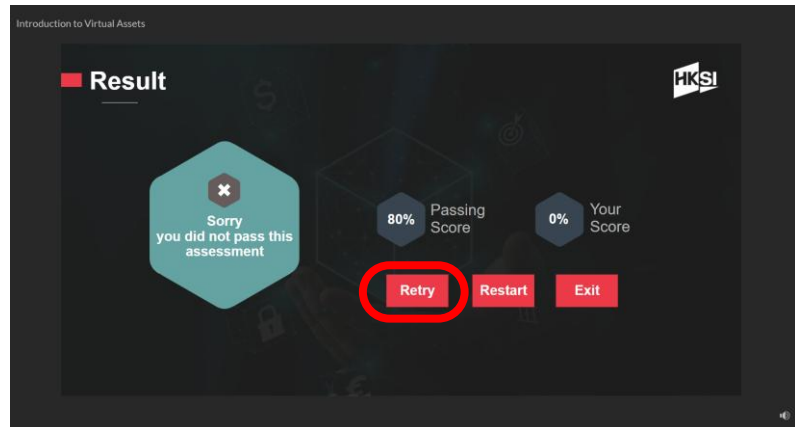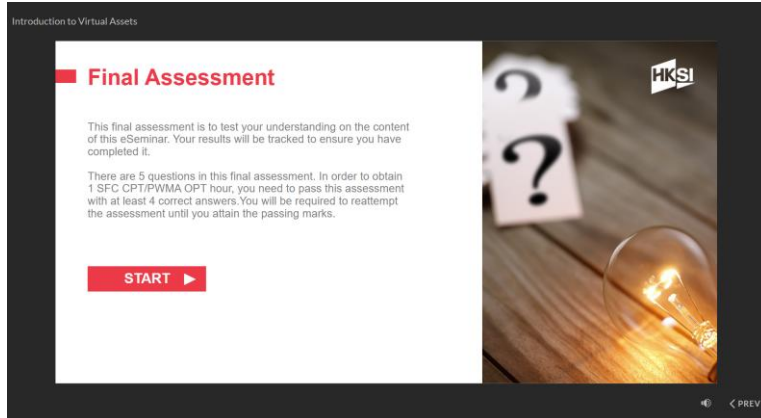
If you did not pass the assessment, you can "**Retry**" the test.

If you pass the assessment, you can either "**Exit**" or "**Review**" your assessment result.
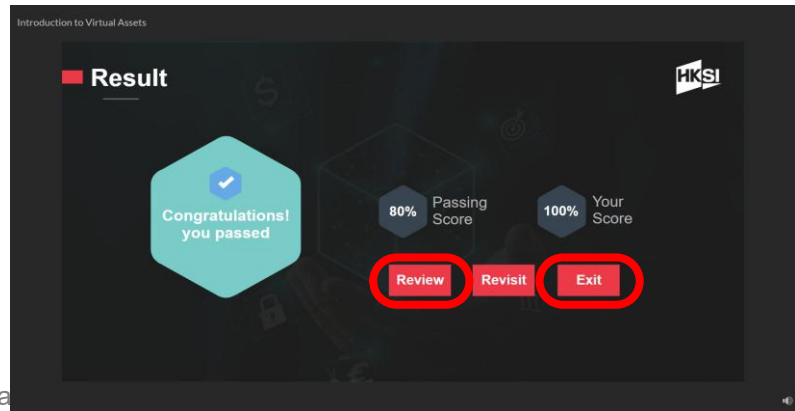
Check Course Completion

- Under **"Content"**, you will see the Status as **"Passed"**.

- In addition, you can go to **"My status"**, the progress bar will be filled and there is a ✔ in the last column to indicate your completion.

After eCourse Completion on LMS

- After completing the eCourse, you can either return to the **Online Portal** or review the completed content (refer to next page).

- Return to Online Portal
  Upon completing the course, you can click the **Online Portal** button to return to the HKSI Online Portal and retrieve your **Certificate of Attendance**.
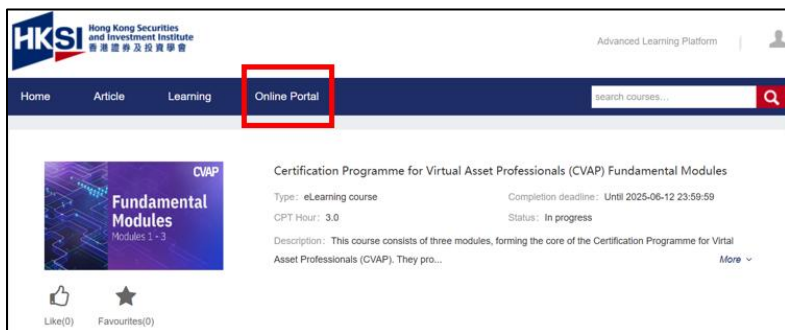
- Once in Online Portal, Click on "**CPT Activity**" under **RECORD**
  (refer to page 19 for details of downloading certificate of attendance)

Access a Completed eCourse via Online Portal

- After completing an eCourse, you can still review the content of the course within the 90-day access period

- Login to online portal (https://login.hksi.org/)

- Click on "**CPT Activity**" under **RECORD**

- Scroll down to the bottom of the screen and click on "eCourses/eSeminars" to be redirected to the LMS page

Review your completed eCourses/eSeminars before the access period expiry date

Review Completed Content on LMS

- Once on the LMS, if you have completed all the enrolled courses, the Enrolled courses page will appear blank. To proceed, click "Enrolled Course" under Learning. Then, go to the Completed tab to view the courses that you have completed.
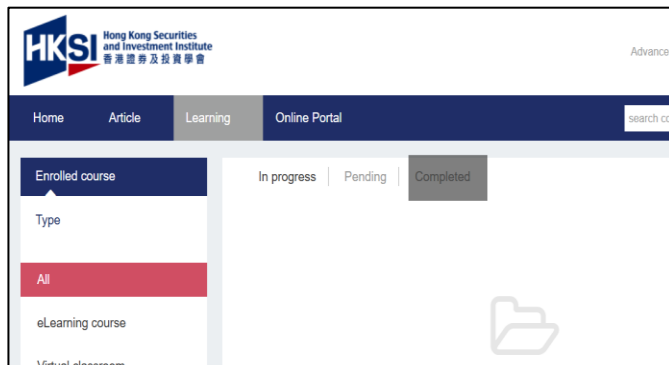
Review Completed Content on LMS

- Once the course has been completed on the LMS, the course link will be inaccessible.

- To review the completed content:

  Under "**Content",** the "**Review**" button next to the **Learner Report** for each module. Locate the "**For Revision Purposes**" version and click "**Review**" to revisit any part of the eCourse.
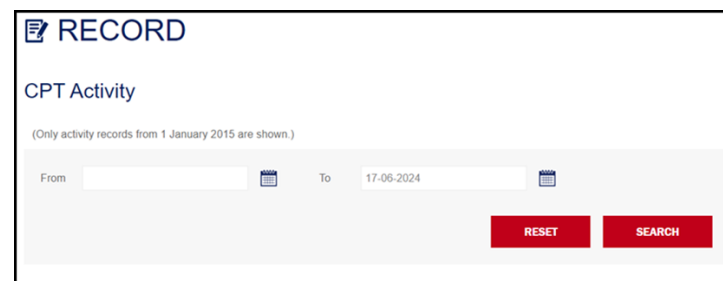
Download the Certificate of Attendance

- Login to online portal (https://login.hksi.org/)

- Click on "**CPT Activity**" under **RECORD**

- Please select your completion date in the calendar and then press **SEARCH** button to view the activity record(s)

- In the search results, locate the course and click "**Print**" to print the certificate. (Below is an example only.)

Download the Examination/Programme Certificate

- Upon completing the Core Curriculum, participants will receive the **Virtual Asset Fundamentals Certificate**.

- Those who successfully complete both elective modules within the required timeframe will be awarded the **Certificate of Virtual Asset Professional**.

- The certificates will be available on the Online Portal under **RECORD**.

Support

When you encounter technical problems or if you have enquiries, please contact HKSI Institute at:

- E-mail: **education@hksi.org**