

CPDP Online Submission

<http://www.rcpa.edu.au/Fellows/Continuing-Professional-Development>

Annual participation in CPDP is mandatory. If you have missed a year or require an exemption you need to contact the Education Administrator at cpdp@rcpa.edu.au.

Log in at www.rcpa.edu.au/Fellows/Continuing-Professional-Development.

(Log in help available from reception@rcpa.edu.au).

To begin online CPDP submission, choose the type of submission you would like to make:

Topic	Page Number
CPDP ANNUAL RETURN (ONE-OFF SUBMISSION)	2
RCPA PROGRAM	2
OTHER RECOGNISED PROGRAMS	4
CPDP LOGBOOK ENTRY (PROGRESSIVE RECORDING)	5

CPDP Tool Quick Links

[CPDP Annual Return](#) - One-off annual submission.

[CPDP Logbook Entry](#) - Progressively enter CPDP using the Logbook for the current CPDP year.

[CPDP 5 Year Cycle Summary](#) - A personalised five-year cycle summary of your CPDP activities.

[CPDP All Activities](#) - This page shows all CPDP submissions recorded for you. Un-finalised activities may be edited and the current CPDP year may be finalised (Logbook Only). The 'Export to CSV' button allows you to export all the logbook entries for all years into a CSV format.

[CPDP Activity Logbook Summary](#) (Logbook Only) - This page shows your hours in each of the three categories and adds all the hours you have recorded in the drop-down menu of activities giving a total for the year.

[CPDP Certificates](#) - All certificates and statements may be downloaded and printed from this page.

Tip  When filling out your CPDP, hover your mouse pointer over the 'i' buttons for

further guidance.

CPDP Annual Return (one-off submission)

RCPA Program

A one-off annual submission of hours in the three categories for the preceding year.

1. Select **CPDP Annual Return**

Submit one-off Annual CPDP

CPDP Annual Return

2. Select the program you are submitting in – the default is RCPA, if you participate in another recognised program, choose it from the drop down menu.

Recognised CPDP Program : * i

RCPA

3. Enter the **date** that you are making your submission (today's date) (dd/mm/yyyy).

Date : * i

6/05/2015

4. Choose the **CPDP year** that you are submitting for (preceding calendar year). (If you are unable to select the correct year please contact cpdp@rcpa.edu.au).

CPDP Year : * i

2015

5. Enter hours in the three categories using whole hours and increments of 15 minutes.

Category : *	Hours	Minutes
A. Group activities and meetings	<input type="text"/>	: 0
B. Personal Study	<input type="text"/>	: 0
C. Quality activities	<input type="text"/>	: 0

6. Write an optional **description** of your activities in this category (you decide what and how much to record, it is for your reference only).

7. If you wish, you can add attachments, remove and view them.

8. You will need to tick the checkbox to confirm your participation in the annual mandatory minimum 10 hours of peer review activities.

CPDP Annual Return (one-off submission) continued

	Hours	Minutes
A. Group activities and meetings	<input type="text"/>	: 0 <input type="text"/>
B. Personal Study	<input type="text"/>	: 0 <input type="text"/>
C. Quality activities	<input type="text"/>	: 0 <input type="text"/>

Confirm mandatory additional 10 hours annual peer review completed. See [IQA Framework](#).

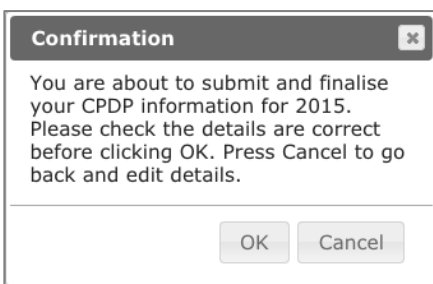
Please include your hours in peer review in your Category C: Quality activities submission.

Certificates will not be available for submissions that do not tick the box confirming minimum 10 hours in peer review – this is mandatory for Anatomical Pathologists from CPD year 2016 and all other disciplines from CPD year 2017.

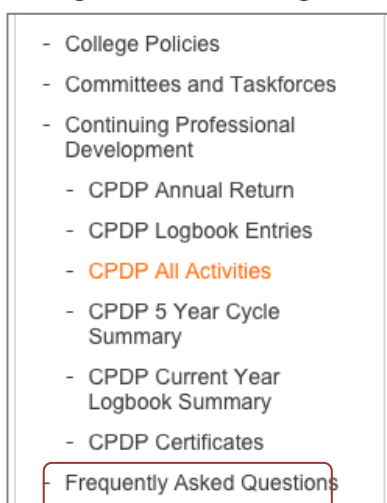
9. Once you have completed your entry, click “**Submit Annual CPDP Return and Finalise**”



10. You will be informed that you are about to **submit and finalise your CPDP information for the year** – ensure the information is correct prior to clicking **OK**. To make changes click **Cancel**, make changes then click “**Submit Annual CPDP Return and Finalise**” button again.



11. To print your ‘*Certificate of Participation*’ please go to the **CPDP Certificates** page. Navigate to this using the left hand menu. *Please note: Downloading and printing certificates may take some time to load, please be patient.*



CPDP Annual Return (one-off submission) *continued*

Other Recognised Programs

Currently you are not obliged to participate in more than one CPD program, but if you wish to participate in both the RCPA CPD program plus another recognised program you may do so.

1. Select CPDP Annual Return.



2. Select your program from the drop-down menu and submit. If your program is not listed please choose "Other CPD Program" and type the program name in the field provided.



3. Fill in the details and upload an attachment.
4. You will need to tick the checkbox to confirm your participation in the annual mandatory minimum 10 hours of peer review activities

A screenshot of a form for entering peer review hours. It has columns for "Hours" and "Minutes". There are three rows: "A. Group activities and meetings", "B. Personal Study", and "C. Quality activities". Each row has input boxes for hours and minutes, with a dropdown arrow for minutes. Below the rows is a checkbox labeled "Confirm mandatory additional 10 hours annual peer review completed. See [IQA Framework](#)." with an information icon.

Please include your hours in peer review in your Category C: Quality activities submission.

Certificates will not be available for submissions that do not tick the box confirming minimum 10 hours in peer review – this is mandatory for Anatomical Pathologists from CPD year 2016 and all other disciplines from CPD year 2017.

CPDP Annual Return (one-off submission) continued

5. When you have completed your entry, press “Submit Annual CPDP Return and Finalise”, click cancel to make any changes and when corrected press the “*Submit Annual CPDP Return and Finalise*” button again to finalise.

Submit Annual CPDP Return and Finalise

6. At the [CPDP Certificates](#) page you can view and print your statement of compliance.

CPDP Logbook Entry (progressive recording)

The new progressive submission feature of the website allows you to add in CPDP activities details regularly throughout the year. The Logbook recording helps you store your CPDP information for access at any time.

1. Select CPDP Logbook Entry.

Progressively enter CPDP using the Logbook

CPDP Logbook Entry

2. Enter the date of the activity you are submitting and the CPDP year it relates to (dd/mm/yyyy).

Date of Activity : *

6/05/2015



3. Choose the category and the code within the category. If you can't find a code that describes your activity, please choose “Other” activities not listed above.

Category : *

A. Group activities and meetings



4. Enter your hours (whole hours and increments of 15 minutes), a description of the activity (it can be as brief as you like), and optional citation reference. You can upload a document relating to the activity from your desktop to the website.

5. To submit the activity, click the “Submit this activity” button. Once clicked, you should see the “*Saved successfully*” message and can now enter further activities.

Submit this activity

Saved successfully

6. To view a summary of your un-finalised CPD logbook activities for the current year please go to [CPDP Activity Logbook Summary](#).

7. When you have added in all the activities for the year, you need to **finalise** your submission and print your certificate. Go to the [All Activities](#) page and click the “Finalise CPDP Year XXXX” button.

To **edit, view or finalise** all activities go to:

All activities

Finalise CPDP Year 2016

8. Go to the [CPDP Certificates](#) page to print your certificate.

9. If you would like your logbook entries in spreadsheet form you can use the ‘Export to CSV’ button on the following page: [CPDP All Activities](#). It will export all the logbooks for all years. You will need to use Excel to filter out the required data.