Adding a CPD record

1. **Create Year (if applicable)**
   Create a new Year if none for the present year – Type the year to be created in the blank box above the Create Year button and click on Create Year.
   NB. The following year can only be created in December.
   If the current year is present click on the **Year** displayed in the blue box

2. **Add an objective**
   2.1 Click on New Objective

   2.2 Add Title
   2.3 Add Description
   2.4 Select Status (Open or Achieved)
   2.5 Add Target Date (date **must** be in the same year)
   2.6 Click on Save

NB1. If text has not been entered in both 'Title' and 'Description' fields you will not be able to edit your record.

NB2. After each objective entered, the page will default back to the **latest year**, it will not return back to the page/year that has been added/amended, i.e. if you enter a CPD objective for 2016 upon saving, the page defaults back to year 2017; you need to click back on the year you were amending if it is not the latest year *(from menu on left hand side)*

3. **Add an activity**
   3.1 Click on the **Year** the activity is applicable to in the left blue box (as above)
   3.2 Complete **ALL** sections.
      a. Activity Type - if you select Structured Activity for a course, evidence of attendance must be uploaded, this must be *post* attendance. If you completed an assessment certificate or evidence of pass mark must be uploaded.
      If no evidence is available please change the activity type to unstructured or semi-structured.

      There is a restriction to the filename length of approx.40 characters. If you cannot upload your selected file please rename it with a short filename and retry.
      b. CPD Hours: you can add half hour if applicable, eg. 2.5, 0.50, etc.
      c. Add an Activity Title
      d. The Start and End dates must be in the same calendar year
      e. To assign the relevant Scheme select the Scheme and click on the blue right arrow and the Scheme will appear in the Chosen box.
      f. To add additional Schemes if applicable, select and click on the blue right arrow.
      g. To assign an Objective click on the relevant objective
      h. Click on Submit

NB. After each activity entered the page will default back to the **latest year**, it will not return back to the page/year that has been added/amended., i.e. if you enter a CPD activity for 2016 upon saving, the page defaults back to year 2017; you need to click back onto the year you were amending if it is not the latest year *(from menu on left hand side)*

CIBSE Certification requirements

The CIBSE Certification requirements are specified in document CPD Procedure (CCP 111) which can be downloaded from https://cibsecertification.co.uk/Certification/CPD-Requirements

All registrants must have:

- a minimum of 21 hours of CPD recorded
- at least one objective
- the relevant Scheme that you are registered for assigned to relevant activities
- if you are registered for ESOS you must have an ESOS specific objective
- if you are registered for more than one LCEA strand you must have 10 hours of activity for your main strand and 5 hours for each additional strand