

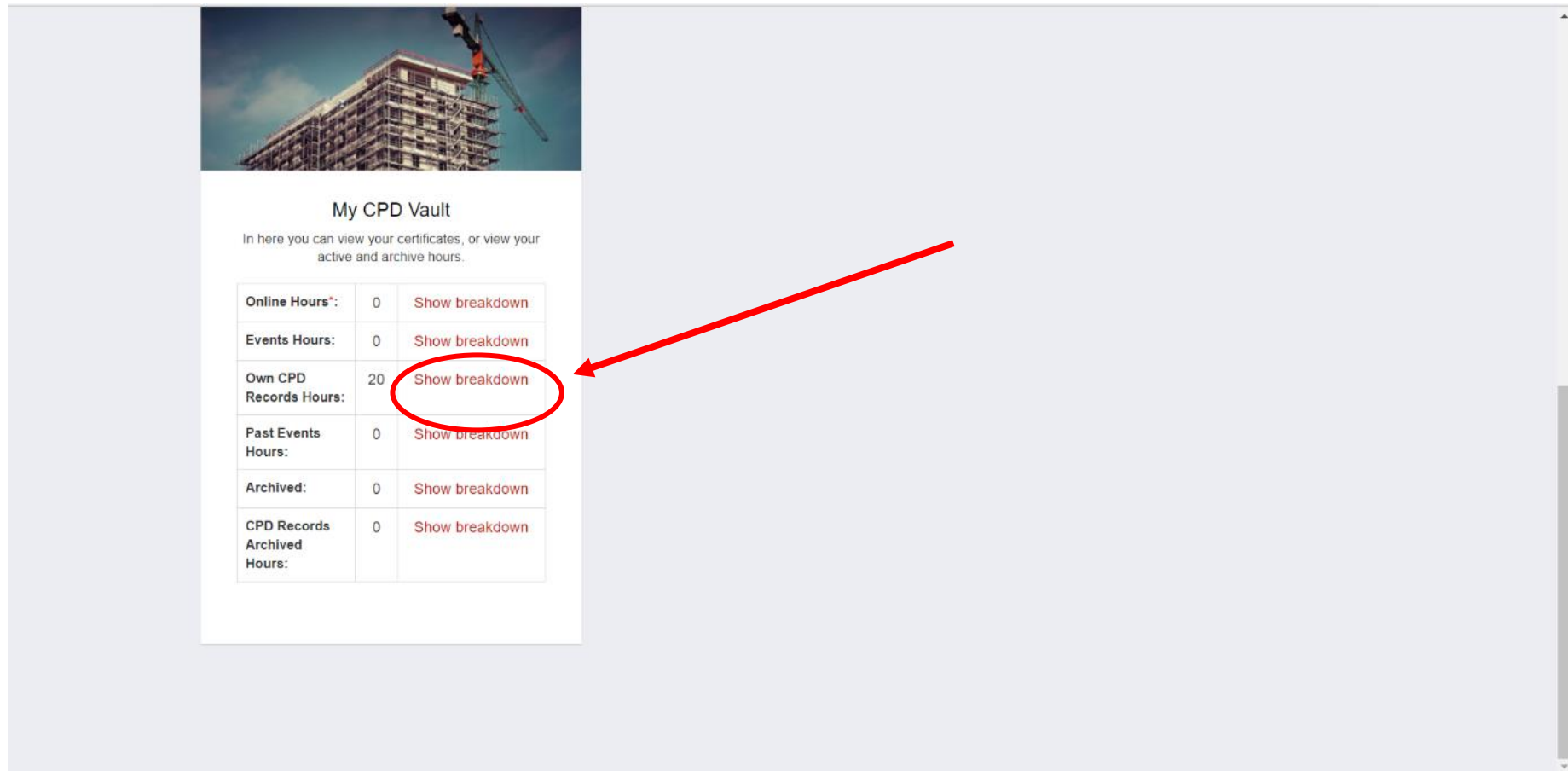
Log into your profile. Click on the CPD Tab



The screenshot shows the SACPCMP Project and Construction Management website. The navigation bar at the top is blue and contains the following links: DASHBOARD, COMMUNICATIONS, DESIGNATION, CPD, and LOGOUT. A red arrow points to the CPD tab. Below the navigation bar is the SACPCMP logo and the text "PROJECT AND CONSTRUCTION MANAGEMENT". The main content area is divided into three columns:

- My Profile**: Select the update now button below to change your password and maintain your biographical or communications information. Buttons: Update Now, Create Validator, View your Certificates, View your Registration Details.
- My Designation**: Understand what it means to become a designated person. Button: Read More.
- Apply for Designation**: Click below link to start the designation application process. Button: Apply now.

Scroll down to CPD Vault. Click on show breakdown



The screenshot shows a web interface for 'My CPD Vault'. At the top is a header image of a building under construction. Below the header, the title 'My CPD Vault' is displayed, followed by a subtitle: 'In here you can view your certificates, or view your active and archive hours.' A table lists various CPD categories and their hours. The 'Own CPD Records Hours' row is highlighted with a red circle, and a red arrow points to the 'Show breakdown' link in the third column of that row.

Category	Hours	Action
Online Hours:	0	Show breakdown
Events Hours:	0	Show breakdown
Own CPD Records Hours:	20	Show breakdown
Past Events Hours:	0	Show breakdown
Archived:	0	Show breakdown
CPD Records Archived Hours:	0	Show breakdown

The current tab shows all the approved CPD activities to date. To download your CPD statement click on statement.

The screenshot displays a CPD management interface. At the top, there are two summary boxes: a blue box for 'Current Hours' showing 20, and a red box for 'Archived Hours' showing 0. Below these are navigation tabs: 'Current' (highlighted with a red arrow), 'Archived', 'Awaiting Approval', 'Awaiting Remediation', 'Rejected', and 'Statement' (circled in red with a red arrow pointing to it). A green 'Add CPD Record' button is located on the right. Below the tabs is a table of CPD activities.

Title	Category	Cycle	Date	Hours		
Project Management Fundamentals	Category C - Ongoing Practice	1 April 2016 - 31 March 2021	17 Jul 2020	1,00	Attachments	View
Extension of Time Claims	Category C - Ongoing Practice	1 April 2016 - 31 March 2021	26 Jun 2020	1,00	Attachments	View
Contract Law (JBCC)	Category C - Ongoing Practice	1 April 2016 - 31 March 2021	05 Jun 2020	2,00	Attachments	View
JBCC Claims	Category A - Core Knowledge	1 April 2016 - 31 March 2021	08 May 2020	6,00	Attachments	View
JBCC Suite of Contracts	Category A - Core Knowledge	1 April 2016 - 31 March 2021	07 May 2020	10,00	Attachments	View

Select your CPD cycle from the dropdown dialog box, then click on generate CPD Statement

The screenshot displays the SACPCMP Project and Construction Management web application. At the top, a blue navigation bar contains the following links: DASHBOARD, COMMUNICATIONS, DESIGNATION, CPD, and LOGOUT. Below the navigation bar, the SACPCMP logo is followed by the text "PROJECT AND CONSTRUCTION MANAGEMENT".

The main content area features two summary cards: a blue card for "Current Hours" showing a value of 20, and a red card for "Archived Hours" showing a value of 0. Below these cards is a horizontal menu with tabs for "Current", "Archived", "Awaiting Approval", "Awaiting Remediation", "Rejected", and a blue "Statement" button.

The "Cycle" section contains a dropdown menu. A red arrow points to the dropdown, which is open, showing the following options: "[Please select...]", "[Please select...]", and "1 April 2016 - 31 March 2021". Below the dropdown are two buttons: "Generate Excel Statement" and "Generate PDF Statement". The "Generate PDF Statement" button is circled in red, and a red arrow points to it.

Your CPD statement will automatically download and be available to view by clicking on it at the bottom left-hand corner of your screen.

The screenshot displays the SACPCMP Project and Construction Management dashboard. The top navigation bar includes links for DASHBOARD, COMMUNICATIONS, DESIGNATION, CPD, and LOGOUT. The main header features the SACPCMP logo and the text "PROJECT AND CONSTRUCTION MANAGEMENT".

The dashboard contains two summary cards: a blue card for "Current Hours" showing 20, and a red card for "Archived Hours" showing 0. Below these cards is a filter bar with tabs for Current, Archived, Awaiting Approval, Awaiting Remediation, Rejected, and Statement. The "Statement" tab is selected.

Under the "Statement" tab, there is a "Cycle" dropdown menu set to "1 April 2016 - 31 March 2021". Below the dropdown are two buttons: "Generate Excel Statement" and "Generate PDF Statement".

A red arrow points from the "Generate PDF Statement" button to a PDF file named "CPD_Statement_132....pdf" in the Windows taskbar. The taskbar also shows a search bar and a "Show all" button.