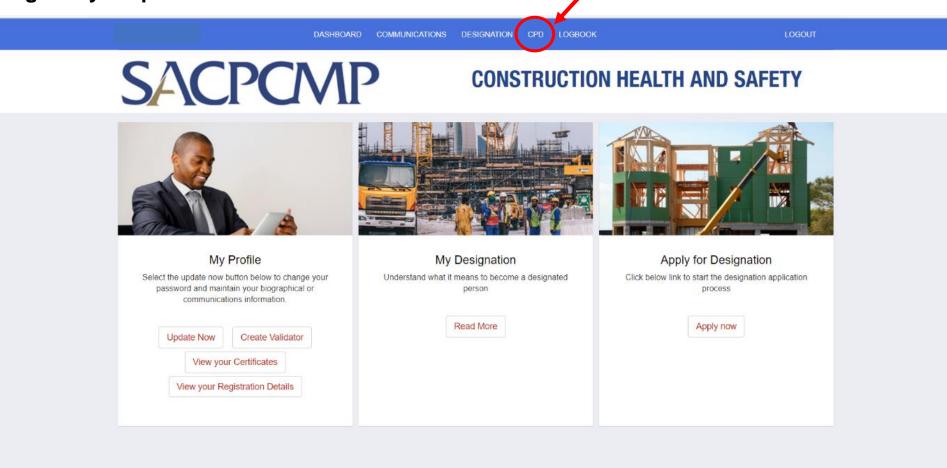
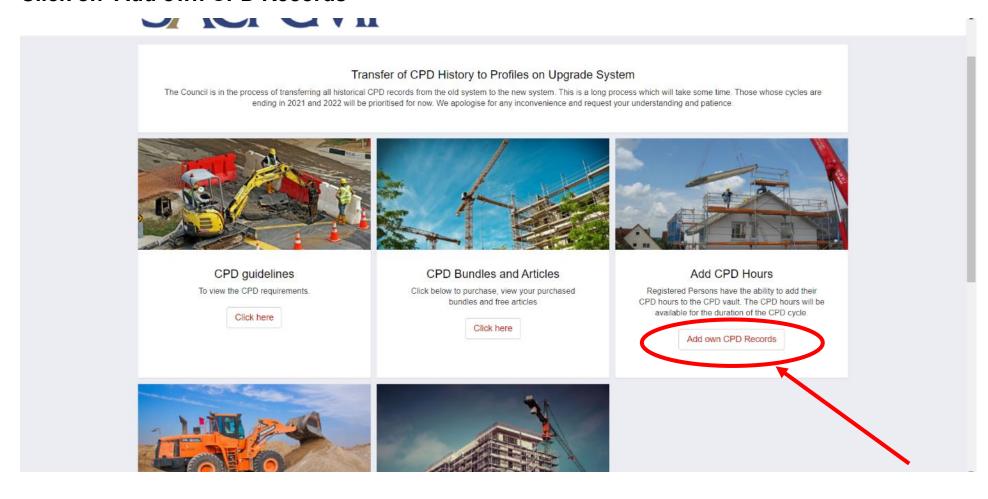
Log into your profile. Click on the 'CPD' tab



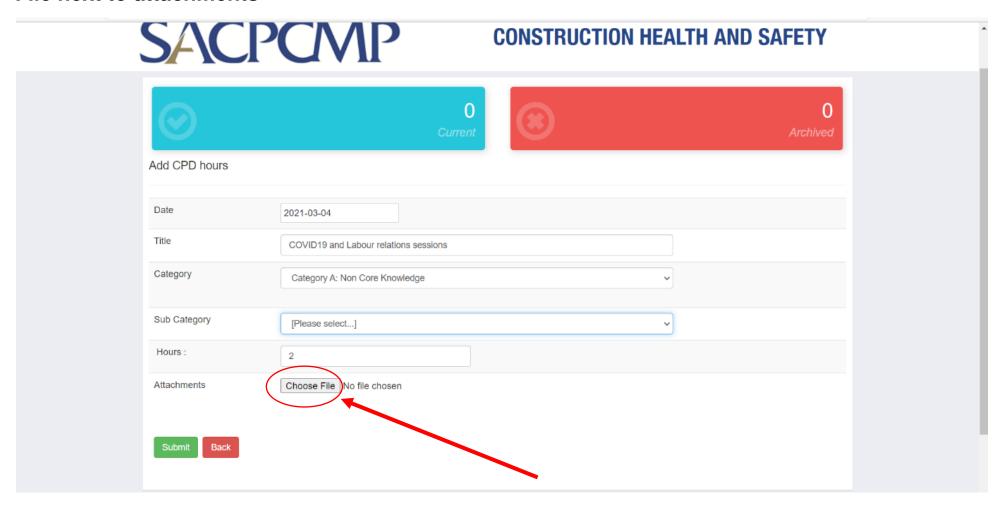
Click on 'Add own CPD Records'



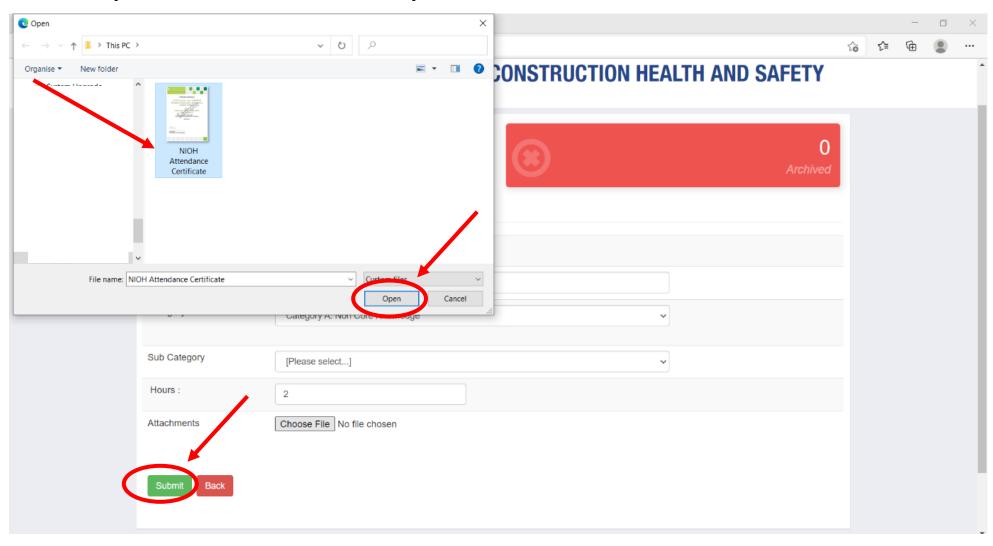
Click on 'Add CPD record'



Add the information provided on your attendance certificate. Then click on 'Choose File'next to attachments



Select the document you would like to submit as evidence (e.g. attendance certificate) and click on 'open'. Once the document is uploaded click on 'Submit'



This record will be stored as 'Awaiting Approval'. Once approved it will form part of your 'Current' CPD record. It may be rejected which means it does not meet Council requirements. If it is flagged as 'Awaiting Remediation' you will be required to resubmit acceptable evidence, before the record is reconsidered.

