



**Royal College of Psychiatrists**

# **CPD Submissions**

**User Guide**

## CPD Submissions user guide

CPD Submissions, the online system for recording your CPD activities, submitting returns and generating certificates of good standing is only available on the RCPsych website. The CPD submission system can be accessed [here](#) via the members' log-in page on the College website.

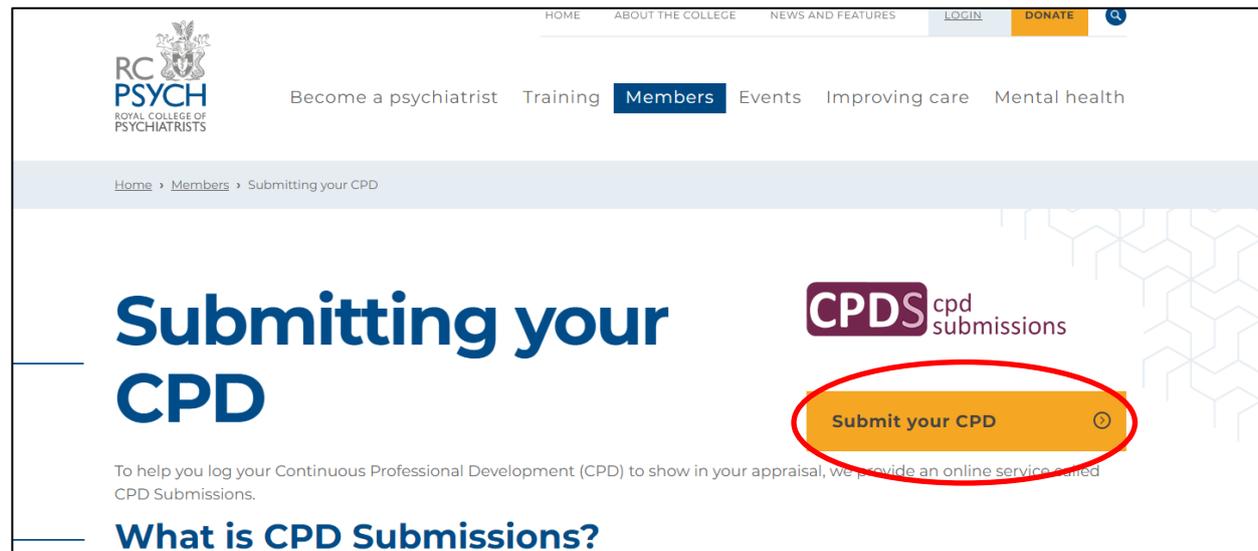
Access CPD submissions via the College homepage:

Scroll down the home page to find Key resources for all psychiatrists and select 'CPD Submissions'

### Key resources for all psychiatrists

 <p><b>Event finder</b> Find a conference, course or training programme.</p>	 <p><b>CPD Online (CPDO)</b> CPD-approved eLearning modules and podcasts.</p>	 <p><b>CPD Submissions</b> Login and submit your CPD.</p>	 <p><b>Journals</b> Stay up to date with our world class journals.</p>
 <p><b>Faculties</b> For the latest in each speciality.</p>	 <p><b>Divisions</b> What is the College doing in your region?</p>	 <p><b>Devolved nations</b> Our work in N. Ireland, Scotland and Wales.</p>	 <p><b>Overseas members</b> Information for international members.</p>

Select 'Submit your CPD'



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Home > Members > Submitting your CPD

# Submitting your CPD

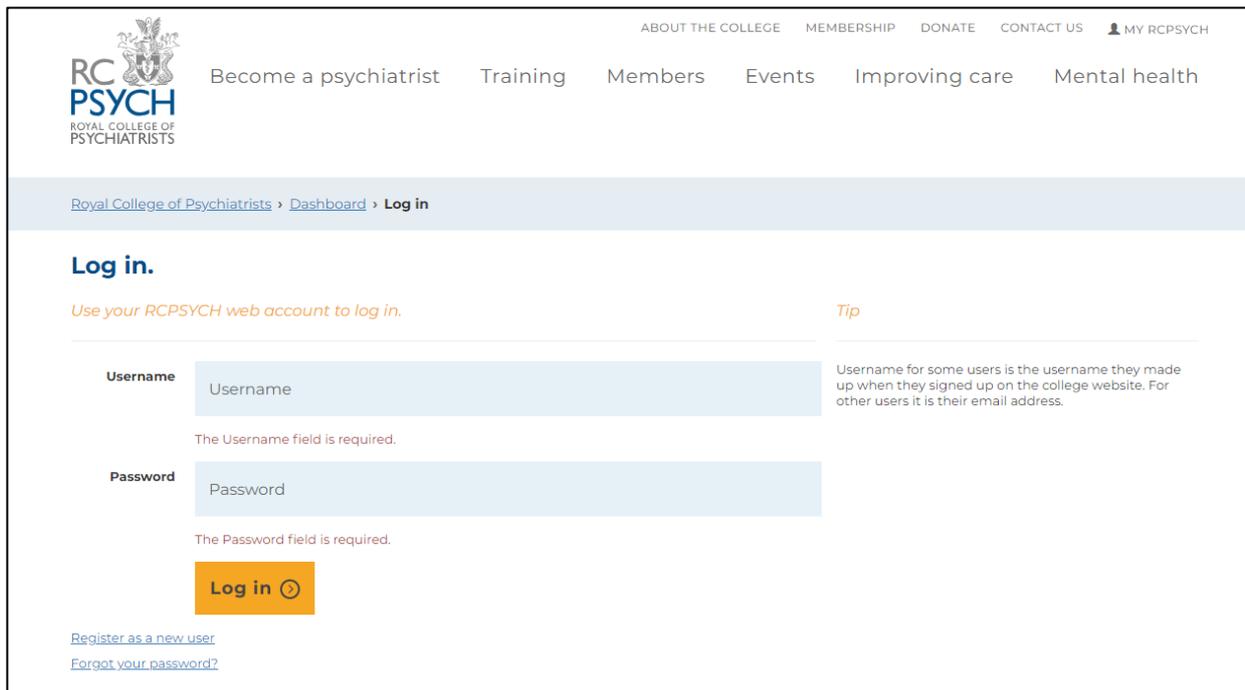
**CPDS** cpd submissions

**Submit your CPD**

To help you log your Continuous Professional Development (CPD) to show in your appraisal, we provide an online service called CPD Submissions.

## What is CPD Submissions?

College members' log-in page:



The screenshot shows the RCPsych website's log-in page. At the top, there is a navigation menu with links for 'ABOUT THE COLLEGE', 'MEMBERSHIP', 'DONATE', 'CONTACT US', and 'MY RCPsych'. Below this is a secondary menu with links for 'Become a psychiatrist', 'Training', 'Members', 'Events', 'Improving care', and 'Mental health'. The main content area has a breadcrumb trail: 'Royal College of Psychiatrists > Dashboard > Log in'. The heading 'Log in.' is followed by a tip: 'Use your RCPsych web account to log in.' There are two input fields: 'Username' and 'Password'. The 'Username' field has a placeholder 'Username' and a note: 'The Username field is required.' The 'Password' field has a placeholder 'Password' and a note: 'The Password field is required.' Below the fields is an orange 'Log in' button with a right-pointing arrow. At the bottom left, there are links for 'Register as a new user' and 'Forgot your password?'. On the right side, there is a 'Tip' section with the text: 'Username for some users is the username they made up when they signed up on the college website. For other users it is their email address.'

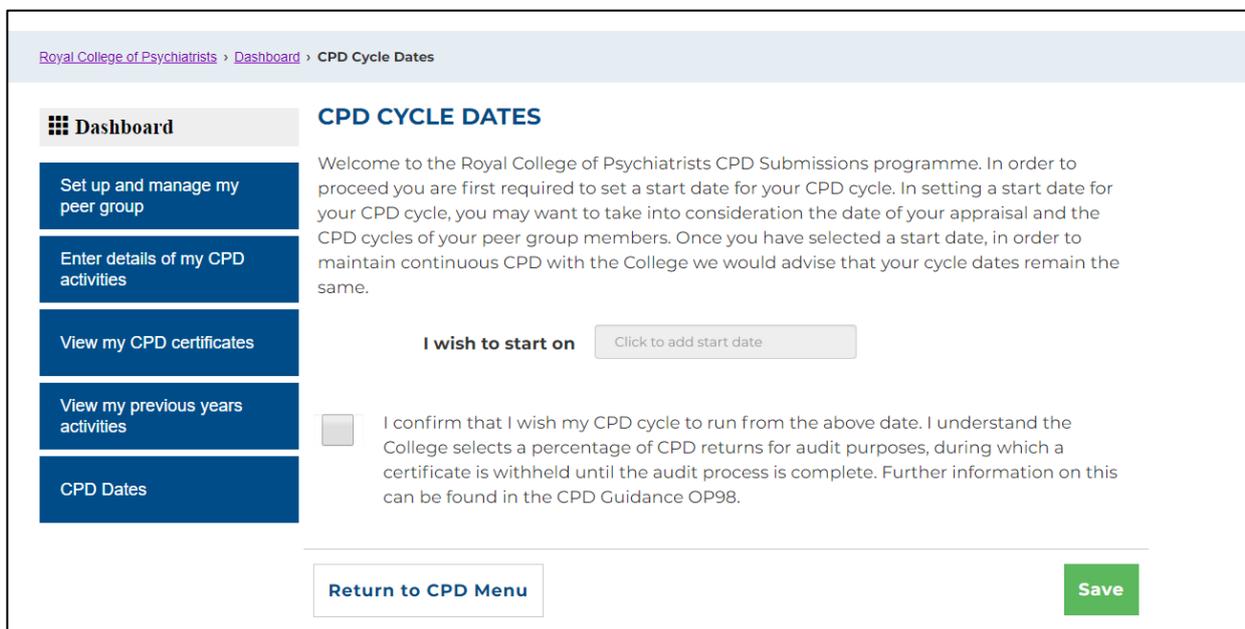
## Logging into the CPD submission system

You can log in to the CPD submission system with the username and password you normally use to access the members' area of the College website. If you have not yet created log in details for the College website, click on the link 'Register as a new user'.

## Setting your CPD cycle dates

When you access the CPD submissions system for the very first time, you will be required to set your CPD cycle start date. The start date of your first CPD cycle cannot precede the date of the start of your College membership; it also cannot go back more than three years. It is not necessary to align your CPD cycle dates with your appraisal and revalidation date, though of course you may want to do this.

### Setting your CPD submission cycle start date:



The screenshot shows the 'CPD Cycle Dates' page in the RCPsych system. The breadcrumb trail is 'Royal College of Psychiatrists > Dashboard > CPD Cycle Dates'. On the left is a 'Dashboard' sidebar with buttons for 'Set up and manage my peer group', 'Enter details of my CPD activities', 'View my CPD certificates', 'View my previous years activities', and 'CPD Dates'. The main content area is titled 'CPD CYCLE DATES' and contains a welcome message: 'Welcome to the Royal College of Psychiatrists CPD Submissions programme. In order to proceed you are first required to set a start date for your CPD cycle. In setting a start date for your CPD cycle, you may want to take into consideration the date of your appraisal and the CPD cycles of your peer group members. Once you have selected a start date, in order to maintain continuous CPD with the College we would advise that your cycle dates remain the same.' Below this is a section 'I wish to start on' with a 'Click to add start date' button. There is a checkbox that is currently unchecked, followed by the text: 'I confirm that I wish my CPD cycle to run from the above date. I understand the College selects a percentage of CPD returns for audit purposes, during which a certificate is withheld until the audit process is complete. Further information on this can be found in the CPD Guidance OP98.' At the bottom, there are two buttons: 'Return to CPD Menu' and a green 'Save' button.

If you are not a new user, you will be presented with the main menu page. From here, in order to record your CPD and generate your certificate of good standing, you must:

- Set up and manage your peer group; and
- Enter details of your CPD activities.

Once you have done these, you will proceed to the CPD submission page and be able to generate your certificate of good standing.

**CPD Submission main menu:**

Royal College of Psychiatrists > Dashboard > CPD Menu

**Dashboard**

- Set up and manage my peer group
- Enter details of my CPD activities
- View my CPD certificates
- View my previous years activities
- CPD Dates

### CPD Menu

The CPD Submission programme is open to Members, Fellows, Affiliates and Specialist Associates of the College who can use the programme to demonstrate that they are in good standing for CPD by:

- being an active member of a peer group that meets at least four times a year; and
- undertaking at least 50 credits of CPD, of which 30 points minimum must be in the clinical domain, authorised by the peer group annually.

When these minimum requirements have been met, the College will issue a CPD certificate of good standing.

A CPD submission user guide is available to assist with completing your submission and generating your certificate of good standing.

If you have experienced difficulties with the system, please go to the link below to document your issues.

[Report Problems](#)

## Setting up and managing your peer group

With each annual CPD submission, you are required to record your peer group information. Please enter the College membership number of each individual member of your peer group. Once each member has been added, press 'Add peer member' and it will save their details.

**Entering your peer group details:**

**Dashboard**

- Set up and manage my peer group
- Enter details of my CPD activities
- View my CPD certificates
- View my previous years activities
- CPD Dates

### CPD PEER GROUP

**My details**

COLLEGE NUMBER	NAME	CPD PERIOD	CPD PERIOD
<b>37</b>	<b>Dr E A Cpd</b>	From: 01 Jan 2018	To: 31 Dec 2018

*Peer group details*

College Numbers	Peer Group Members (as many as are needed)				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: right; font-size: x-small;"><b>Peer's college number</b></td> <td style="border: 1px solid #ccc; padding: 2px;">College number</td> </tr> </table>	<b>Peer's college number</b>	College number	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: right; font-size: x-small;"><b>Peer member</b></td> <td style="border: 1px solid #ccc; padding: 2px;">Peer member's names</td> </tr> </table>	<b>Peer member</b>	Peer member's names
<b>Peer's college number</b>	College number				
<b>Peer member</b>	Peer member's names				
<div style="background-color: #0056b3; color: white; padding: 5px 15px; display: inline-block; cursor: pointer;">Add peer member</div>					

*Info*

The peer group is responsible for allocating CPD credits to learning activity and must be assured that development and appropriate reflection has taken place. Please list the members of your peer group.

If you have any peer group members that are not college

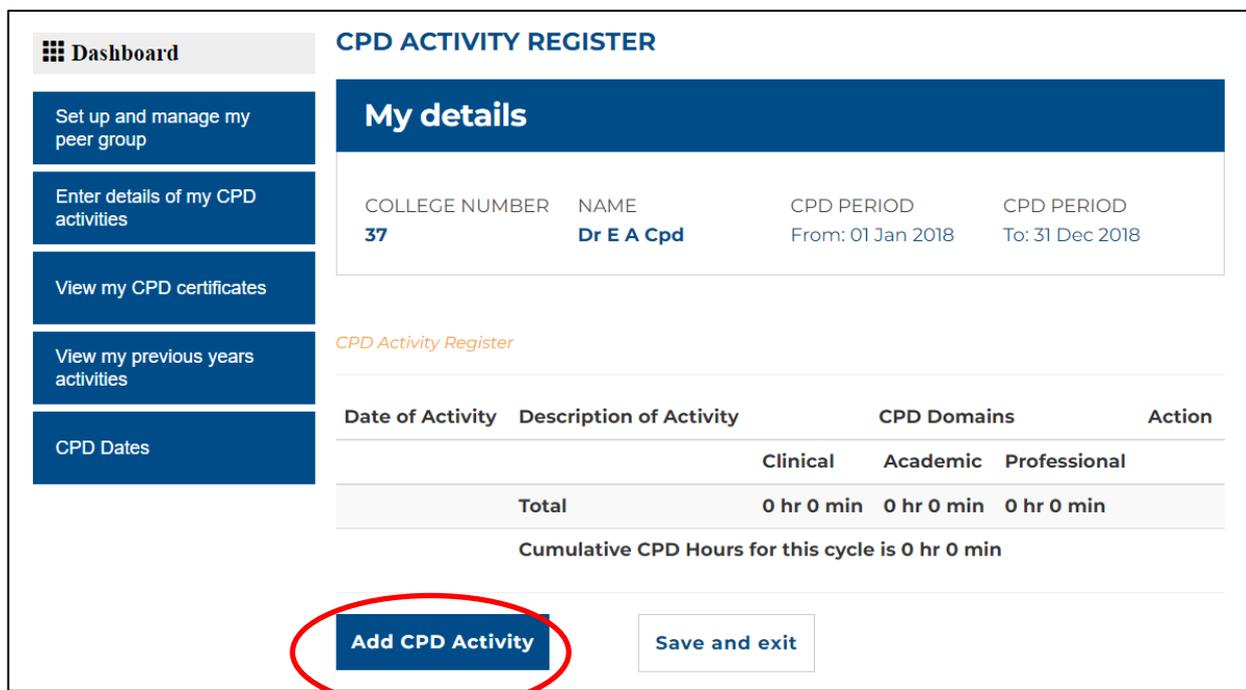
## Adding your CPD activities

This is a log of your CPD activities that wish to count towards your annual CPD register.

Click on the left-hand menu link 'Enter details of my CPD activities' and then click the blue 'Add CPD Activity' button to get started. Select the date of the CPD activity from the pop-up calendar. Please note that you will not be able to enter an activity date which is outside your current CPD cycle dates. You should then enter the number of hours and minutes for the activity under each CPD domain, bearing in mind that the maximum number of hours you may claim for each day is six. If you attend an event which spans more than one day, please enter each date separately. You may continue entering as many activities as you wish. Click on 'Save and exit' at the bottom of the page when you have finished entering. If you wish to delete an activity prior to submission, then select delete at the end of the line to remove an activity.

You can add activities at any time the year, as and when you have undertaken them. The system automatically tallies up the number of hours you have entered throughout the year.

### Entering your CPD activities (1)



**Dashboard**

- Set up and manage my peer group
- Enter details of my CPD activities
- View my CPD certificates
- View my previous years activities
- CPD Dates

### CPD ACTIVITY REGISTER

#### My details

COLLEGE NUMBER	NAME	CPD PERIOD	CPD PERIOD
37	Dr E A Cpd	From: 01 Jan 2018	To: 31 Dec 2018

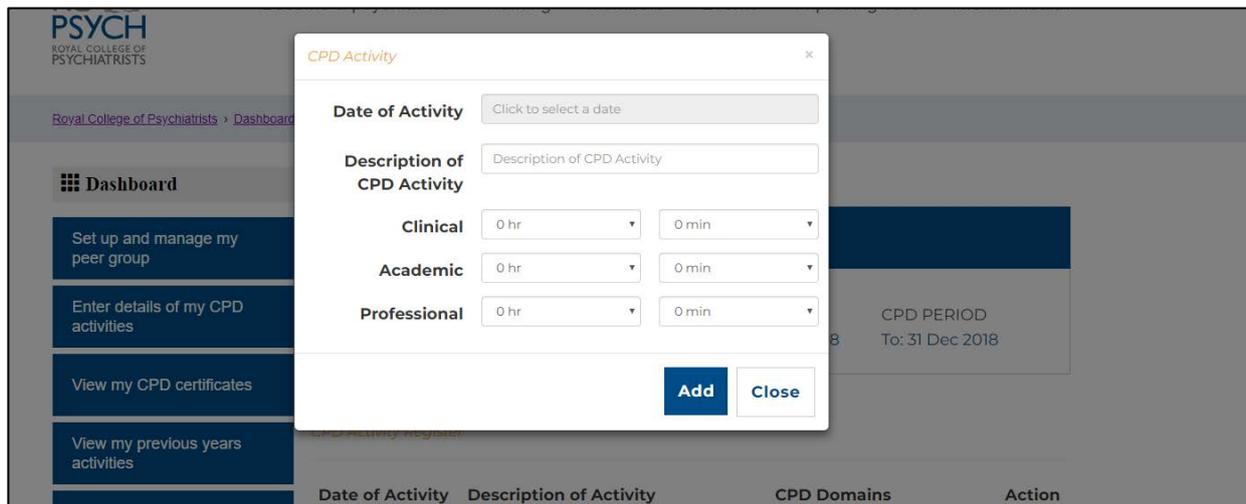
*CPD Activity Register*

Date of Activity	Description of Activity	CPD Domains			Action
		Clinical	Academic	Professional	
<b>Total</b>		0 hr 0 min	0 hr 0 min	0 hr 0 min	

Cumulative CPD Hours for this cycle is 0 hr 0 min

**Add CPD Activity**      **Save and exit**

### Entering your CPD activities (2)



**CPD Activity**

Date of Activity:

Description of CPD Activity:

Clinical:

Academic:

Professional:

**Add**      **Close**

## Making a submission

Once you have a total of at least 50 credits or hours of CPD activity (with at least 30 of these credits being in the domain of clinical CPD), you can submit your CPD cycle and generate your certificate of good standing. To do this, click on the 'Continue to CPD submission' link on the adding activities page and you will be asked to confirm two important details before your submission can be made. You **must** tick the two boxes to confirm the details of your peer group and that your peer group has approved your submission. If you do not tick both these boxes, you will not be able to make a CPD submission and a certificate of good standing will not be provided. Once you have ticked both of these boxes, then click the link 'Submit your CPD Annual return'.

CPD declaration and submission:

**Generate your CPD Certificate of Good Standing**

In order to generate your certificate of good standing, you must confirm both the membership of your CPD peer group and the approval of your activities by this peer group.

Please confirm this information by checking the two boxes below and then submitting your activity return. This will then generate a certificate of good standing.

**I confirm that my peer group details are correct at the time of approval of my CPD activities.**

College Numbers
Peer Group Members

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If the details above are incorrect then please click on the Update Peer Groups button to update them.

Update peer group

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**CPD Declaration**

**I confirm that my PDP has been discussed with my peer group and that all my CPD activities were approved by the peer group**

**Submission date:** 16 November 2018

Return to CPD Menu

Back to CPD Activities

Submit CPD Annual return ↘

## College audit of CPD submissions

The College selects a random sample of submissions for audit and will require evidence of peer group activity and confirmation of the CPD activities you have submitted. If your return is selected, you will be notified at this stage of the steps you need to take. Your certificate will not be made available until you have complied with the requirements of the audit.

## Viewing your CPD certificates

Once you have made your submission, you will be able to view and download your certificates of good standing for all historic cycles. The CPD certificate will also be emailed to you at the point of submission. To access your historic certificates of good standing click on 'View my CPD certificates' on the left hand menu.

Viewing your CPD certificates:

**Dashboard**

- Set up and manage my peer group
- Enter details of my CPD activities
- View my CPD certificates
- View my previous years activities
- CPD Dates

### My CPD certificates

Select a certificate you wish to view:

Period: 01/01/2018 - 31/12/2018

[Return to CPD menu](#)

## Viewing previous returns

You can view and download/save the register (list) of your previous years' activities from the website. Click 'View my previous years activities' and select the CPD cycle you wish to look at. Summary information will appear on the page and you will have the option of downloading the activity for the selected year to an Excel spreadsheet.

Viewing previous CPD cycle activities

Royal College of Psychiatrists > Dashboard > My CPD Cycles

**Dashboard**

- Set up and manage my peer group
- Enter details of my CPD activities
- View my CPD certificates
- View my previous years activities
- CPD Dates

### My CPD Cycles

Select the year you wish to view

CPD Cycle: 01/01/2019 - 31/12/2019

CPD Cycle: 01/01/2018 - 31/12/2018

[Return to CPD menu](#)

## Finally

When you have finished working in the CPD submission area, please ensure that you log out of the system by clicking the 'Log off' button located at the top right hand corner of the screen. If you have any queries on how the system works please email [cpdqueries@rcpsych.ac.uk](mailto:cpdqueries@rcpsych.ac.uk) and we aim to respond to your queries as quickly as possible.