



**Royal College of Psychiatrists**

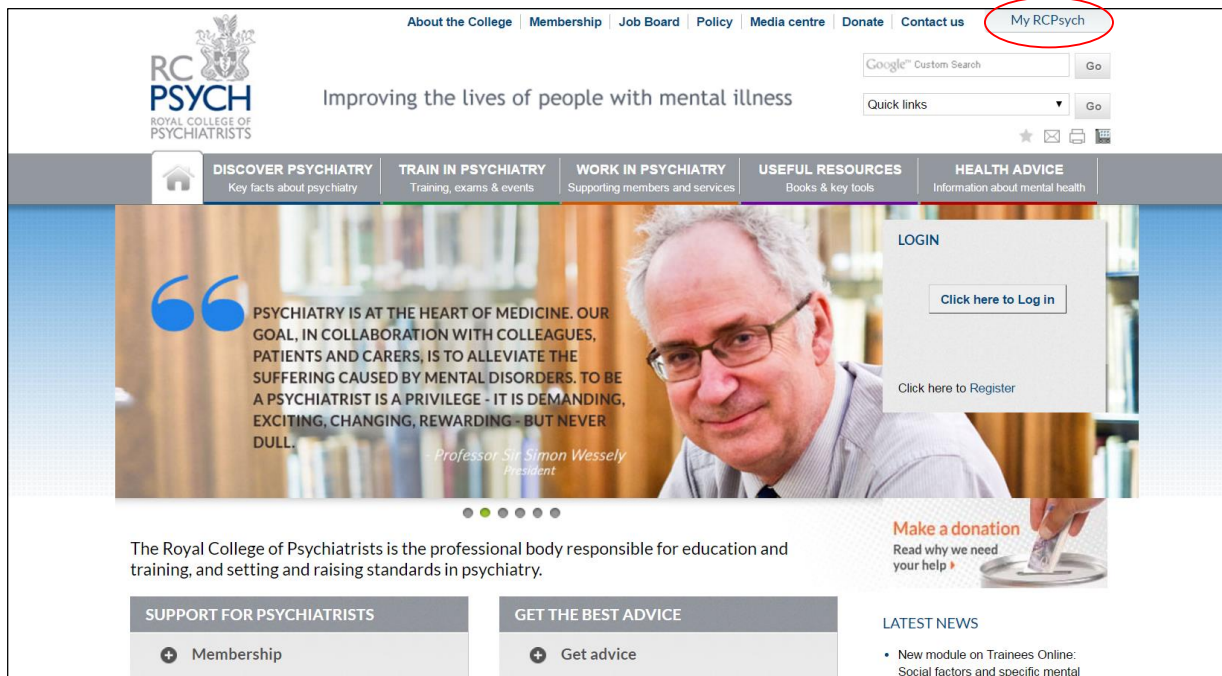
**CPD Submissions**

**User Guide**

## CPD Submissions user guide

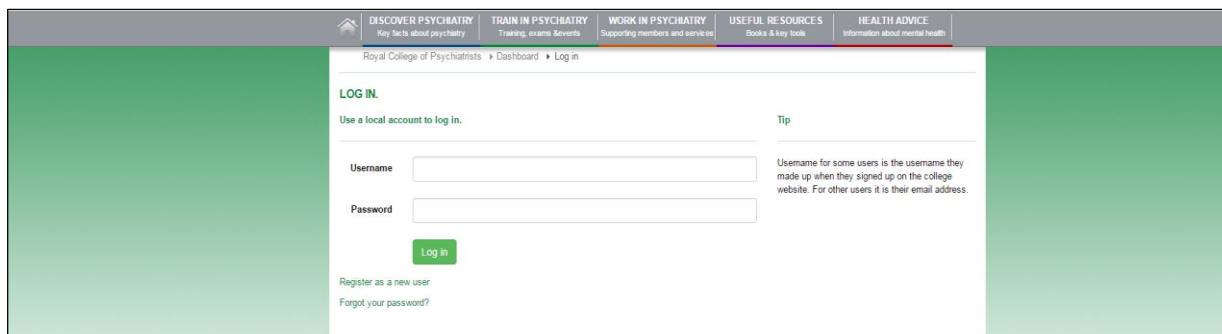
CPD Submissions, the online system for recording your CPD activities, submitting returns and generating certificates of good standing is only available on the RCPsych website. The CPD submission system can be accessed [here](#) via the members’ log-in page on the College website.

Access CPD submissions via the College homepage:



When you click on ‘My RCPsych’ you will be directed to a log-in page:

College members’ log-in page:



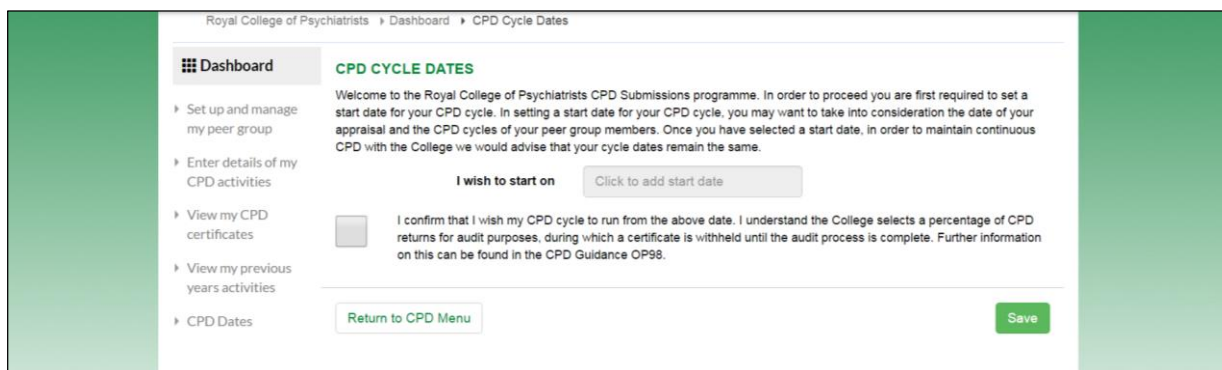
## Logging into the CPD submission system

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:

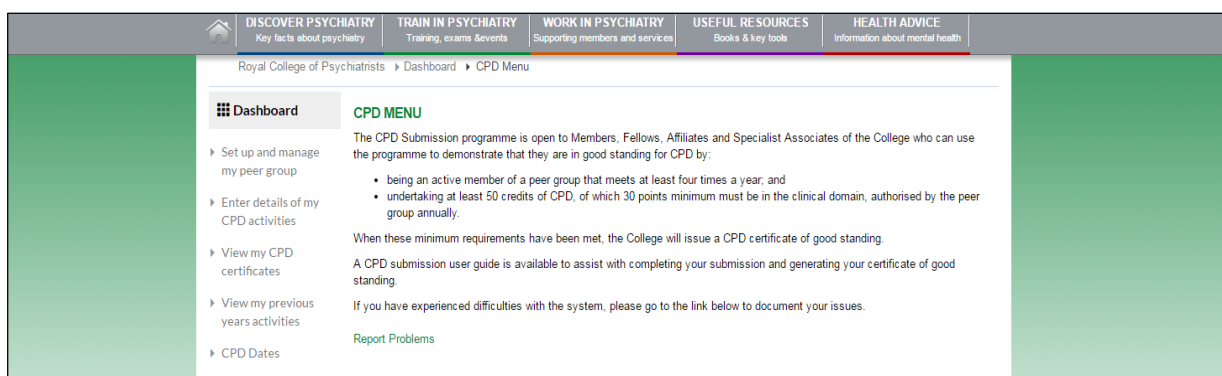


If you are not a new user, you will be presented with the main menu page. From here, in order to record your CPD and generate your certificate of good standing, you must:

- 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.

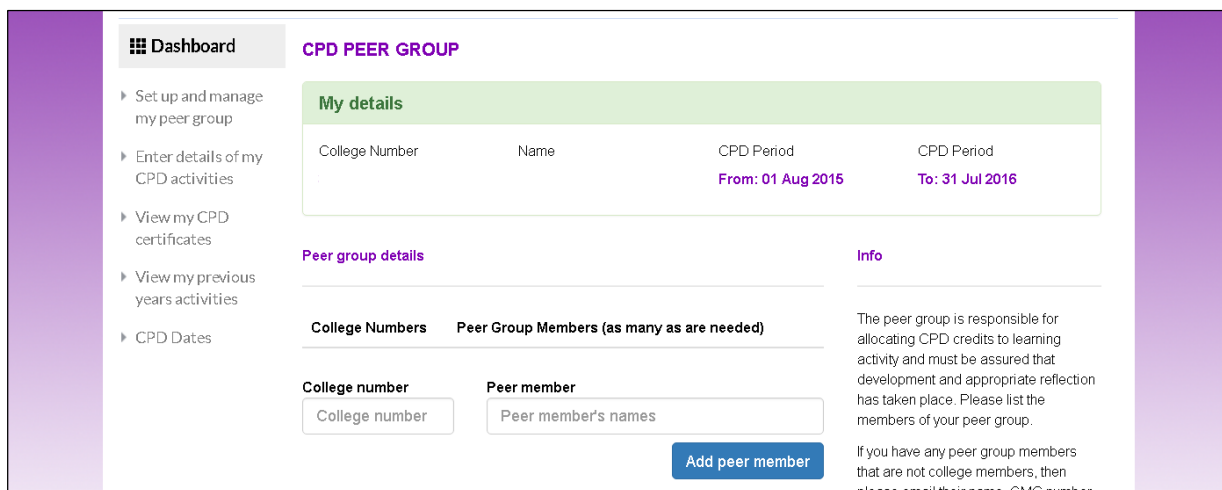
## CPD Submission main menu:



## 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:



## 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)

### Entering your CPD activities (2)

## 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:

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

College Numbers: \_\_\_\_\_ Peer Group Members: Dr I Ahmad  
 \_\_\_\_\_ Dr K C Petangoda  
 \_\_\_\_\_ Dr U Srivastava  
 \_\_\_\_\_ Dr R Swarna

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

[Update peer group](#)

**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: 19 January 2017

**CPD Submission: Minimum requirement of 50 CPD Credits and 30 CPD credits in the Clinical Domain**

You have entered a total of 8 hrs 0 min CPD hours and a total of 7 hrs 0 min in the clinical domain.

If you wish to return to your CPD activity register, please click the 'Back to CPD Activities' button to update and resubmit again.

If you wish to continue with your submission, please click the 'Submit your CPD Annual return', your submission will be recorded.

Please note if you submit less than 50 CPD hours or less than 30 CPD hours in the clinical domain, you will not be eligible for an RCPsych CPD certificate of good standing.

[Return to CPD Menu](#) [Back to CPD Activities](#) [Submit your 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:

Royal College of Psychiatrists > Dashboard > My CPD certificates

**Dashboard** MY CPD CERTIFICATES

Set up and manage my peer group

Enter details of my CPD activities

**View my CPD certificates**

View my previous years activities

CPD Dates

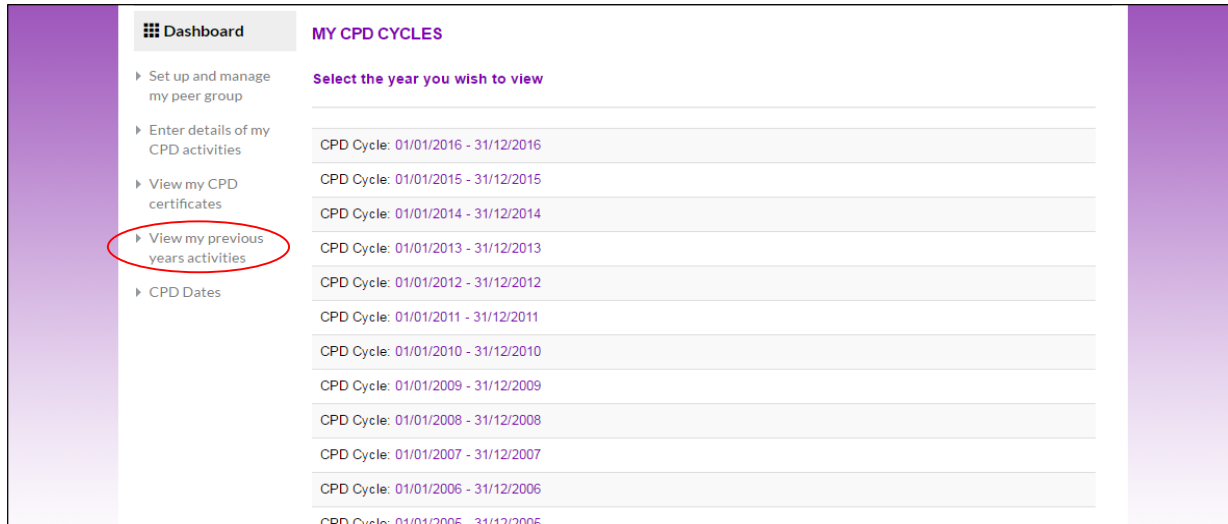
Select a certificate you wish to view:

Period: 01/01/2016 - 31/12/2016
Period: 01/01/2015 - 31/12/2015
Period: 01/01/2014 - 31/12/2014
Period: 01/01/2013 - 31/12/2013
Period: 01/01/2012 - 31/12/2012
Period: 01/01/2011 - 31/12/2011
Period: 01/01/2010 - 31/12/2010

## 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



## 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.