Quick Start Guide: Downloading your Reports

We have created a set of reports that give you a real-time summary of your accomplishments. These reports can be printed or downloaded as a PDF document.





Your **Progress Report** is evidence of your active participation in your CPD activities at the time of viewing.



Not sure how you are tracking with completing your CAPE activities for the year? The CAPE Report can assist you.



Your CPD Report provides a more detailed view, including a comprehensive list of completed CPD activities and your uploaded supporting evidence associated with each activity, appearing as an appendix at the end of the report.



To download. Log in to your **CPD Home** account



Select the desired report (Progress, CAPE, or CPD) from the drop-down list



The report will automatically default to the calendar year. If you are seeking a report from a previous year, select your preferred CPD year from the drop-down list



Click **Download Report** to save your full report OR click Print.

