

Quick Start Guide: Downloading your end of year CPD Statement of Completion

Your CPD Statement of Completion will be available for download upon meeting all mandatory requirements for the CPD year.



- 1 Log in to your **CPD Home** account
- 2 From the **Dashboard**, select the previous CPD year
- 3 Under **CPD Summary**, click **CPD Report** 
- 4 Your **Statement of Completion** will open in a new window that can be printed or saved.



If the new year has commenced but you have not recorded all of your CPD activities with supporting evidence for the previous year, don't worry! You can continue to self-record your completed CPD activities until 31 March.

On your Dashboard simply select the previous year from the Year drop-down list and follow our Quick Start Guide: Self-recording your CPD activities.