

Quick Start Guide: Transferring your completed CPD hours when switching to CPD Home

As a new Subscriber, we have made transferring your completed CPD hours to AMA CPD Home simple. Just follow these easy steps. Before you begin, make sure you have your CPD statement from your previous CPD home provider at hand, as evidence of your achievements for the current CPD year.

To self-record your completed CPD hours against Domain 1: Educational Activities and Domain 2: Reviewing Performance and Measuring Outcomes, please follow the steps below during the current reporting period.



To transfer your CPD hours to the CPD Tracker, simply follow the below steps.

- 1 Log in to **CPD Home**
- 2 From the **Dashboard**, under **CPD Activities**, click **Upload Activity**
- 3 Start with Educational Activities by clicking **+** sign
- 4 Click 'Select Activity', scroll down to select **Transfer of Educational Activities**
- 5 Enter the total **CPD hours and minutes** undertaken for EA



- 6 Tick and enter the rest of the details including:
 - a. CAPE Aspects (if applicable)
 - b. HLR (if applicable)
 - c. Details
 - d. Reflection
 - e. Supporting Evidence
- 7 Click **Save**
- 8 Repeat these steps for **Reviewing Performance and Measuring Outcomes** activities.



Your transferred CPD activity completion record and supporting evidence will now be added to your CPD Tracker for each domain of learning, collated into your CPD Report and reflected on the Dashboard.

Please note: while you may have completed your CPD Plan with your previous provider, you must still complete the CPD Home written plan template and reflection at the end of the year to meet the AMA CPD Home Program requirements AND add 5 hours of RP to your CPD Tracker. To complete the CPD Plan, click the CPD Plan menu and follow the prompts, or read our **Quick Start Guide: Completing your CPD Plan** for more information.



We're here to help

If you need assistance or more information about any of our subscription options, CPD Home is here to support you.
How to get in touch with our ever-helpful Enquiries Team:

✉ enquiries@cpdhome.org.au ☎ (+61) 2 8552 4011 on Monday to Friday from 9am - 5pm (AEST).