

Quick Start Guide: Viewing Contributors' CPD Activity Completion Records in your CPD Tracker



Completing CPD Activities through our valued Contributors makes your CPD life easier.

Provide your CPD Home subscriber ID at the time of registration and our Contributors will submit your completed CPD activity record on your behalf, unless otherwise stated in our Catalogue on their CPD activity listing.

Some of our Contributors will upload your record overnight if they have an API in place with CPD Home, while others may take up to 4 weeks to submit your learning record to CPD Home.

To view your completed CPD activity records, follow these quick steps.

- 1 Log in to your **CPD Home** account
- 2 On the **CPD Activities** menu, select **CPD Learning**
- 3 Scroll down to **My Completions** to view your completed activities for the current CPD Year.



Not seeing your completed activity record? Get in touch with the Certified Learning Provider directly, so they can assist you.