As part of the new CPD programme, BIGGA has launched an online CPD recording system for members to allow them to claim for credits, monitor their progress and print out their own certificates.

So how do I register?

This has been one of the fundamental changes to the CPD programme. Before, you would have to fill out an application form to join the scheme whereas with the new programme all members are automatically registered as soon as they join. To begin claiming credits all you need to do is access your CPD account log into Members Area of the BIGGA website, click on the Continuing Professional Development button and then click the Visit CPD Website button.

How do I claim credits?

There are three ways to claim CPD credits. The first is to click on the Claim Credits button and go to the claims page (bottom left), manually enter the details in the boxes and submit them to BIGGA for validation. So, if you claim for a qualification, such as a first aid or spray gun course, you will still need to send a copy of the certificate to us. It can be emailed to cpd@bigga.co.uk or sent in through the post.

The next option is to enter a CPD code. We have changed the way trainers, companies and sections can claim credits for events. Instead of sending out registers for members to sign they are now issued with a CPD code.

This code is pre-validated. Logging into the website to having the CPD appear on your record will take six clicks.

For example, at the Regional Conferences a CPD code was issued at the end of the day and attendees could write the code down or take a photo of it. All the Continue to Learn events have a CPD code plus there will be one for attending HTM4 too.

The final way to claim credits is by completing CPD quizzes or questionnaires for BIGGA. We will download the data and upload the claims on your behalf.

How do I view my credits?

All your credit claims are stored on the View My Credits page (main image above).

On this page you will see a list of your active credits and by clicking on the Show All button you will be able to view all the CPD you done and this is known as your Lifetime Transcript.

This has been a brief introduction to the online CPD system. For further details of how to use it there is a Frequently Asked Questions section, a CPD Handbook and How to Guide in the CPD section of the Member’s Area.

If you have any questions or want to get involved in CPD and don’t know where to start you can email cpd@bigga.co.uk or call 01347 83 8000 option 3.

Next month we will look at the CPD categories of Education, Networking, Professional and Personal Learning credits and discuss their role in the new programme.