

L&D News

The latest from the Learning and Development department at BIGGA

CPD – How to claim credits

Fresh from a busy BTME, Stuart Green returns with a reminder on how you can add credits to your CPD account

With the launch of the CPD Online recording system we have made it easier for members to claim credits and keep a record of their professional development. In this article I will talk you through the three ways you can do this.

All members now have a CPD account which can be accessed by logging into the website, then clicking on Continuing Professional Development. Once you arrive at this page click on the button that says Visit CPD Website and you will be taken to your account page.

Claiming credits is really simple. Click on the Claim Credits button and you will see the page in fig.1. The first option is manually - for example, if you complete a first aid course.

1. Click on the date and choose the date you did the course.

2. Then choose the credit category, you have a choice of four. For a first aid course pick Education. This action will fill in the next box with options for you to choose from.

3. Search in the list for the type of first aid course and click. This will then automatically enter the number of credits for this event.

4. The next step is to enter a description of the event. It's important to remember that this information will appear on your list of CPD activities or Lifetime Transcript. So keep it brief and relevant.

5. Finally, click Submit Claim.

This has now been sent to BIGGA for validation. To help us complete validation you will need to send us a copy of the certificate. This can be a scanned copy, a photograph or a copy in the post.

The second option is a CPD code.

Many of you have attended events or BTME recently and were

Fig 1

Fig 2

issued with a code. This can be issued to event organisers, companies or regions and sections before an event.

This means the event is pre-validated and once the code is entered there will be no need to send a certificate or sign a register when you have a code.

1. To claim your credit, enter the code into the box, in fig.2. Then click Use Code.

2. This will populate the boxes with the details of the event.

3. All you need to do now is click Submit Claim and that is the CPD event added to your account.

To give you a go at seeing how

easy it is to use the CPD code you will be able to gain 1 Education CPD credit for reading this article by entering this code:

125BCB43

The final option means you won't have to do anything. This will be for those of you who complete online CPD quizzes or BIGGA questionnaires. The team at BIGGA download your data and upload it for you.

If you want to find out more about the system there is a CPD 'How to' Guide and Handbook that can be downloaded from the CPD section of the website.

Alternatively, contact us and we can guide you through it.



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