



CPDSO DELEGATE TOOL: HOW TO RECORD YOUR CPD

The CPD Standards Office is a unique organisation and was founded with the vision of understanding and enabling positive and successful CPD and learning experiences. As a highly specialised expert team, our university led research has equipped us with extensive expertise on all things CPD; including a thorough understanding of professional CPD and the use of CPD Certificates for formal CPD records.

Between the work of the Professional Development Consortium and the CPD Standards Office dual CPD research and accreditation activities sharpen our knowledge and expertise. This enables us to work with individual coaches, training providers, employers, and 'membership organisation's as a collaborative CPD network & community.

This factsheet provides information on how to record your CPD.

Delegate Tool: How to Record your CPD

This course has been recognised as a formal CPD activity. Here is how to evidence it in your CPD record.



Note

- The number of hours you have achieved by completing this course.
- The main learning points you have gained from this course.



Request

- A CPD Certificate from this accredited CPDSO provider
- Store the soft or hard copy in a safe place, where it is easily retrievable should you be audited



Log

- Go to your formal CPD recording tool for your regulator, professional body or employer, and where relevant - transfer the number of CPD hours, or complete the reflective practice tool using your main learning points



Next Steps

- Plan the next opportunity for you to undertake CPD or jot down any learning recommendations for further CPD on this topic.



We hope you have found this factsheet helpful.

Please see www.cpdstandards.com for more information on our accreditation services or call **0203 745 6463** for further advice.