

Quick Start Guide: Downloading and saving CPD activity logs and templates for recording evidence of participation

CPD Home understands that some CPD activities completed during your working day do not provide evidence of participation.

Our CPD activity logs and templates support you as a CPD Home subscriber to provide accepted supporting evidence of your participation when self-recording your completed CPD activities.

CPD Home offers a range of logs and templates that meet our CPD Program requirements. Please refer to the CPD Home Program Guide for details.

Access the logs and templates

- 1 Log in to CPD Home
- 2 On the blue menu bar, select **Resources**
- 3 Select the log or template style from the list provided that meets the CPD activity type supporting evidence requirement
- 4 Click **Download** to export and save to your device
- 5 Enter the relevant details
- 6 Click **Save**
- 7 Click **Print** and save to PDF.

- 1 Log in to CPD Home
- 2 On the blue menu bar, select **Uploaded Activities** from the **CPD Activities** menu
- 3 Locate your self-recorded CPD activity on your device and click **Edit** The pre-recorded CPD activity will load
- 4 Scroll to the bottom of the CPD activity view and click **Browse**
- 5 Select the PDF file from your device and click **Save**.

Upload the completed log or template to your self-recorded CPD activity.

NB: Be sure to deidentify your entries.

Any accompanying supporting documents can be uploaded separately in PDF or JPEG format.

