PeopleCert

Keep your Certifications Current through CPD



peoplecert.org

Introduction

Welcome to the essential guide on maintaining your certification through Continuous Professional Development (CPD) points.

Discover how PeopleCert Membership empowers you to stay ahead in your field, benefitting both individual career growth and organisational success.

For Individuals

CPD is your pathway to staying current with efficiency, and unlocking new career opportunities.

PeopleCert Membership is our commitment to lifelong learning and professional excellence, equipping you with the tools and CPD opportunities you need to take your career to the next level and stand out among your peers!



For Employers

Invest in your team's professional development through CPD.

Did you know that **workplace training positively impacts your employees engagement?**
Investing in your team's professional development is a strategy that boosts motivation, retains talent, and sharpens internal processes. PeopleCert Membership provides **continuous learning opportunities and career development resources**, as well as the tools to streamline employee development processes.

About PeopleCert Membership

Become a PeopleCert Member and turn learning into a lifetime adventure!

Our programme is designed to support you on your learning journey, with industry news, best practice insights, articles, exam preparation materials, and webinars from subject-matter experts in your discipline. In addition, you can use your subscription to manage your certifications, digital badges and log CPD points.



Getting Started

Log CPD points to keep your certifications current.

CPD points can be logged against **3 different categories: Professional Experience, Professional Education, and Community**.

Examples of activities per category are outlined below:

Keep your Certification Current by gaining 20 points per year!*

Professional Experience	Professional Education	Community
Professional practice: applying best practice in the workplace	PeopleCert certifications	Organising industry / best practice related events
Coaching colleagues in relation to best practice	Other certifications from PeopleCert Accredited Training Organisations	Contributing to community discussion forums
Mentoring individuals or groups to support their development	Other certifications from non-PeopleCert Accredited Training Organisations	Authoring thought leadership
Work shadowing colleagues in relation to best practice	Professional qualifications from awarding bodies	Attending industry events
***A minimum of 5 points in this category is required**	In house training	Reading community discussion forums
	e-learning	Volunteering to share your knowledge and experience
	Reading relevant books, publications, research, white papers etc.	**A maximum of 15 points in this category is allowed**
	Engaging with podcasts and webinars	
	A maximum of 15 points in this category is allowed	

**To be eligible you must log 20 CPDs per year for 3 consecutive years.*

To review all of your certifications information such as renewal date or CPD status, log in to your candidate account and click on "Certifications" under your Account Profile.

Are you eligible to log CPDs?

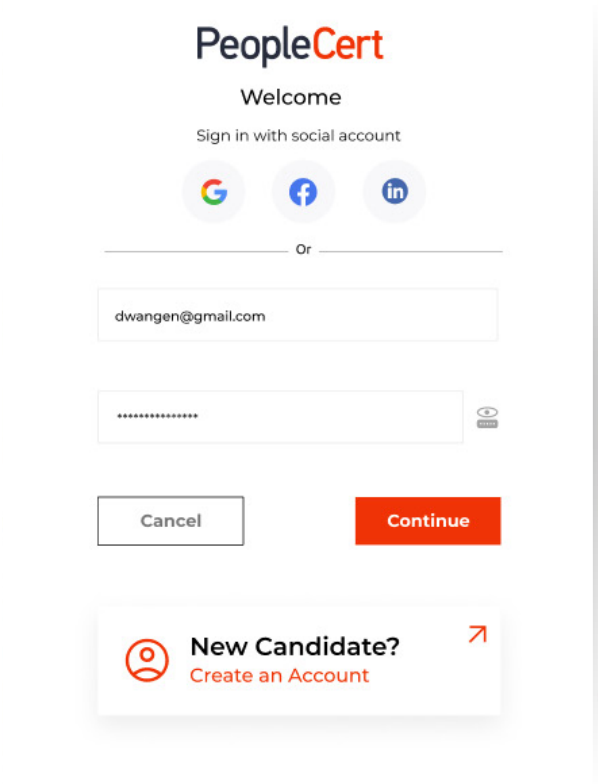
To unlock the ability to log CPD points, you need to be subscribed to the PeopleCert Plus plan.

Upgrade to our annual PeopleCert Plus plan
to activate the CPD functionality in just a few simple steps!
This upgrade offers you the full benefits of the PeopleCert Membership, enhancing your professional development journey.

How to log your CPD Points

Step 1

Log in your PeopleCert Plus account.



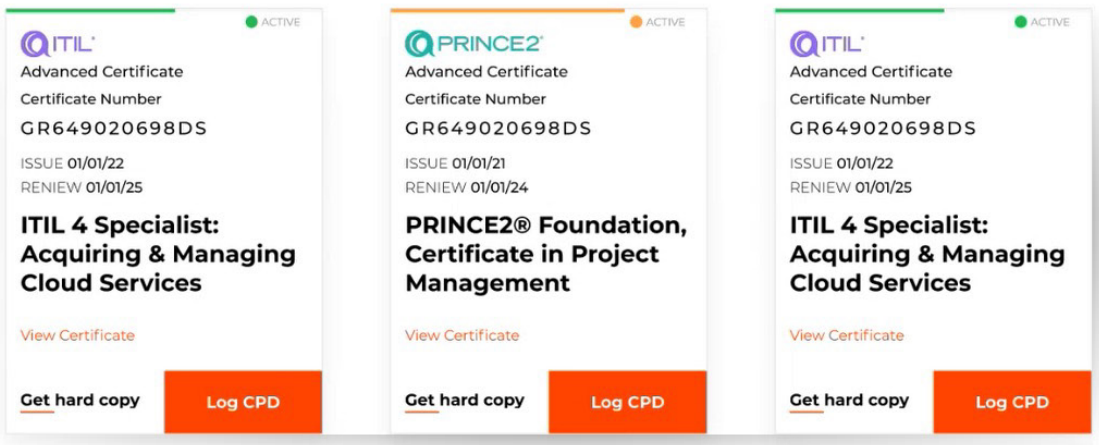
Step 2: View your certifications' status

Click on "Certifications" under your Account Profile, to view your certifications and check their status (Active or Not Current).

Here's what the colours you see mean:

- **Green** indicates that your certification is ACTIVE and you have already logged the 20 CPD points that is mandatory per year.
- **Orange** indicates that your certfication is ACTIVE but you need to log extra points in order to reach the mandatory 20 points per year.
- **Grey** indicates that your certification is not current. You have to log 20 CPD points that is mandatory per year.

The **length of the bar** depicts the time frame of a year.

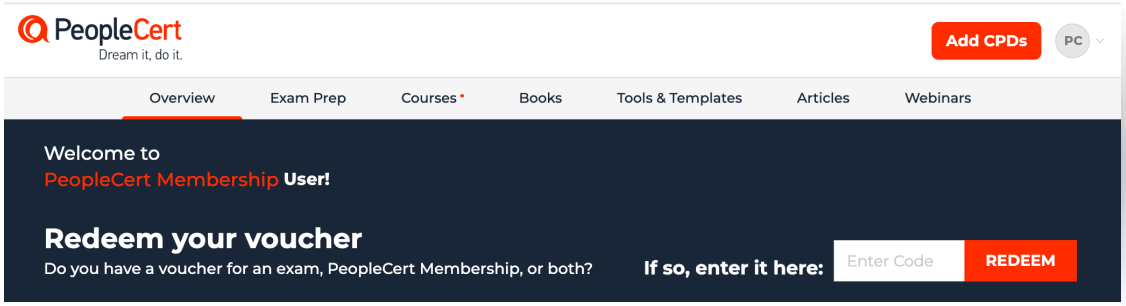


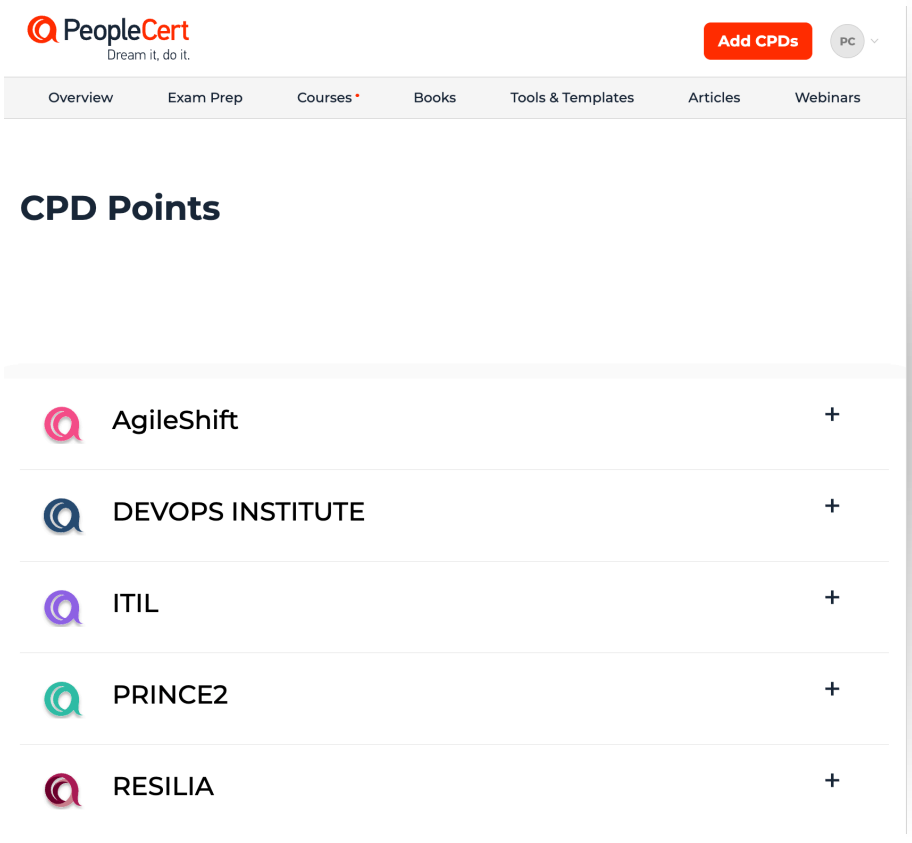


Step 3: Log your CPD points

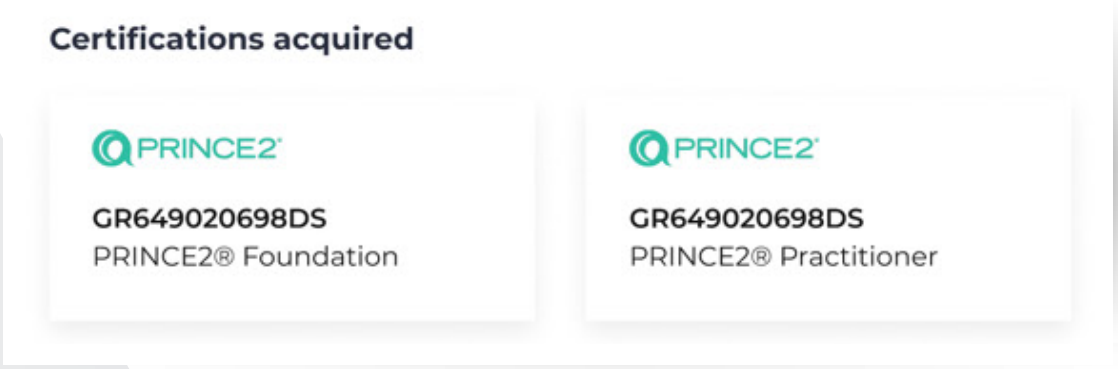
3.1 Click on the orange "Add CPDs" button, or access the CPD section under your account profile.

Your certifications are **grouped per Product Suite** and the certifications within each Product Suite all share the **same renewal date**. By submitting 20 CPD points to renew one of your certifications, **all the certifications under a Product Suite are also renewed** automatically.

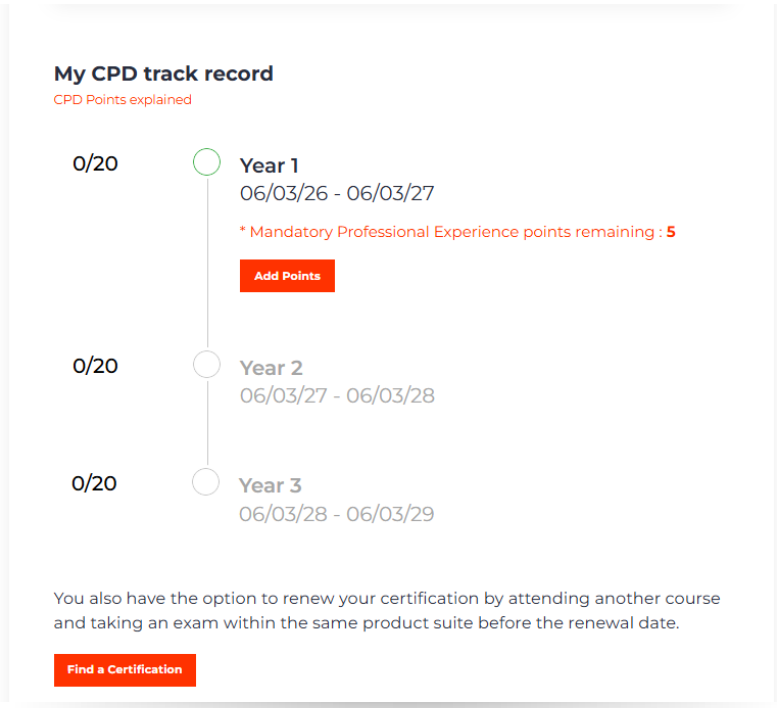




3.2 Choose the specific certification you want to update and log your points.

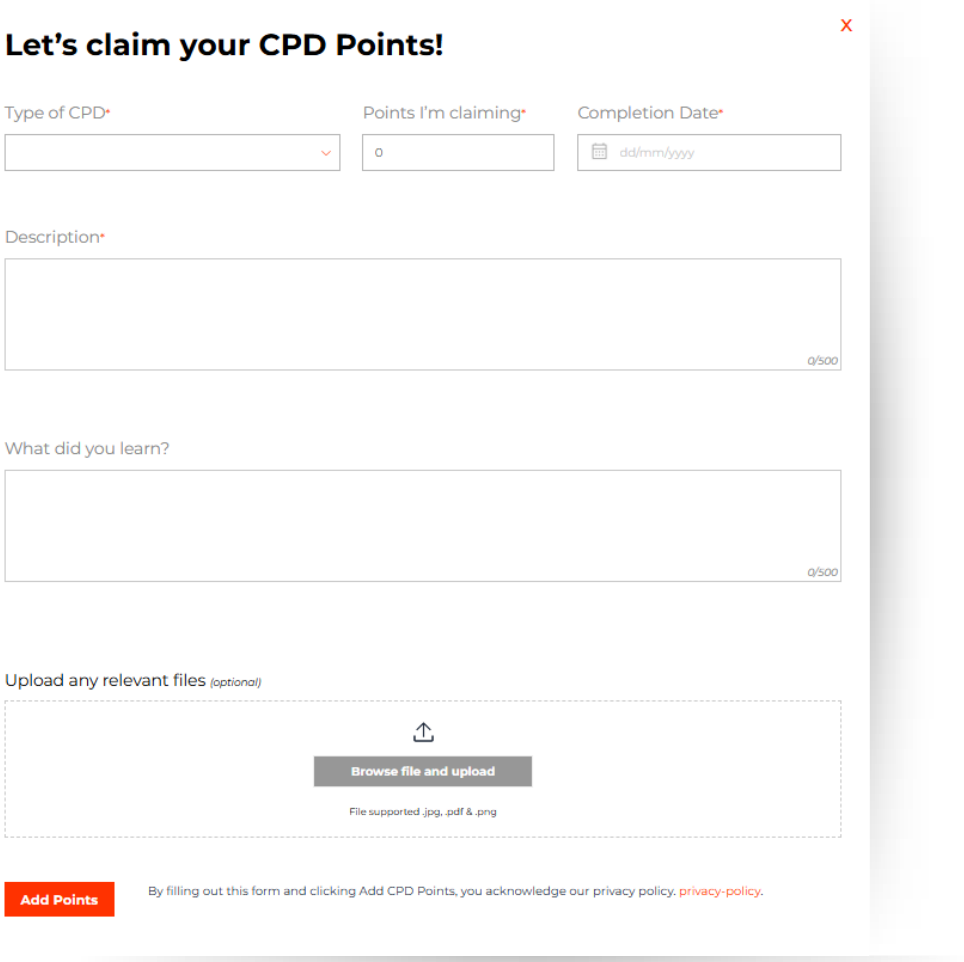


Click on the **"Add Points"** button.





Type of CPD (mandatory):
Choose one of 3 the categories for each activity.



Points I'm claiming (mandatory):
Within Professional Education and Community, **one point equates to one hour's worth of effort**. You can record a minimum of 1 hour or 1 point, and a maximum of 15 hours or 15 points per activity.

Completion date (mandatory):
For the five points of Professional Experience, you will need to list **five separate activities** that you undertook in your role related to the best practice knowledge gained in your certification, and that link to the skills and behaviours within your certification.

Description (mandatory):
Provide details of the activity for which you are logging your CPDs.

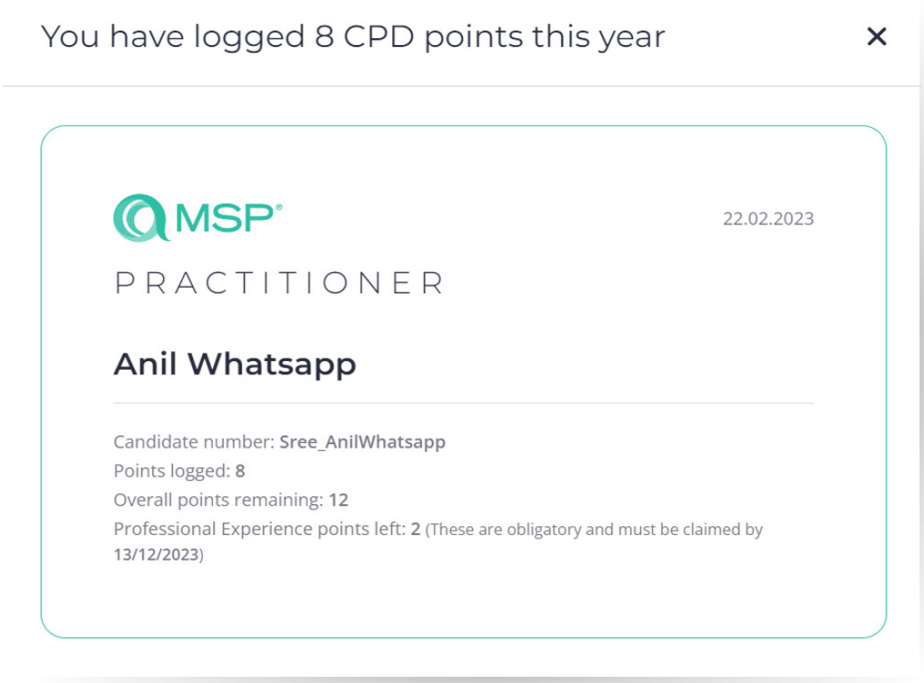
What did you learn (mandatory):
Free text for you to complete.

Include an attachment (optional):
Candidates can add multiple attachments for each activity in the following file formats: .jpg, .pdf & .png.

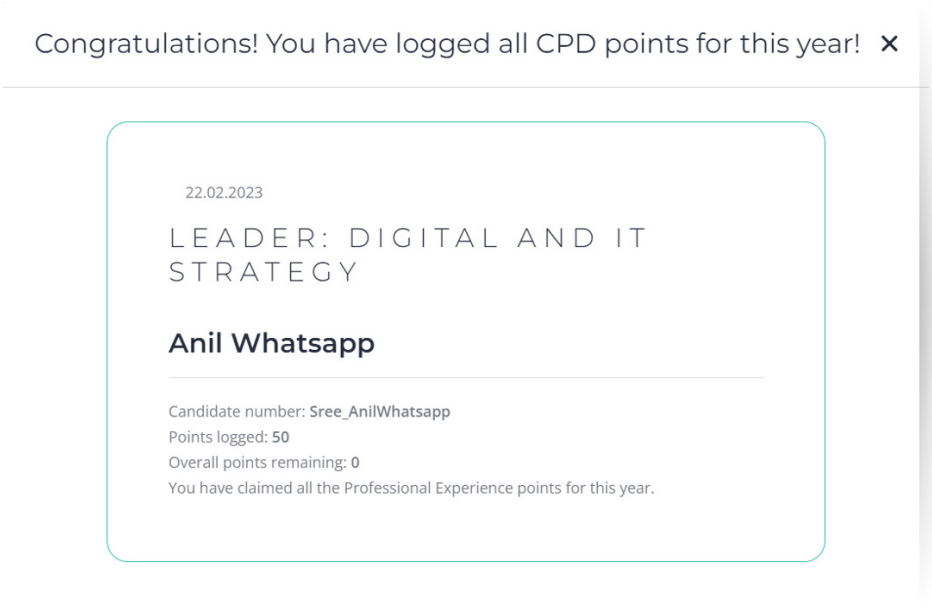


Click Submit

› If you need more CPD points to complete the year, then you will see the following:

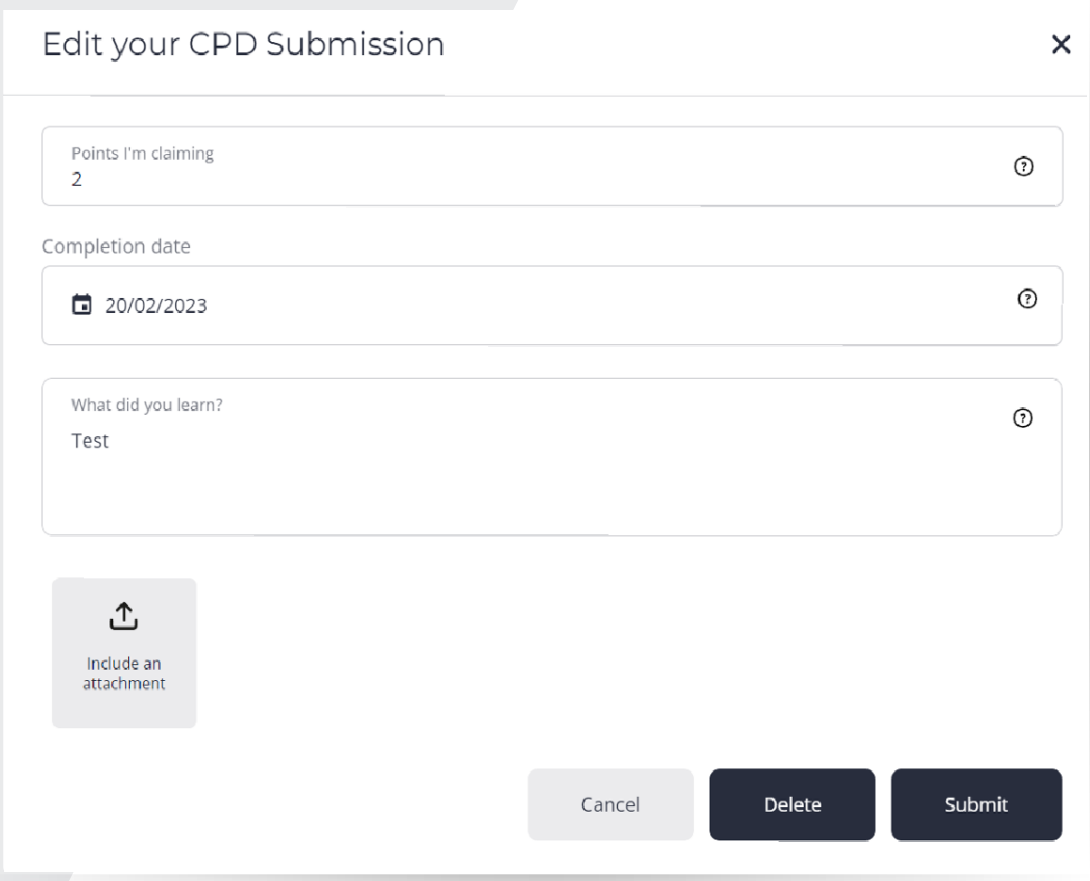


› When you reach **20 CPD points**, you will see the following message:



Review and edit your CPDs

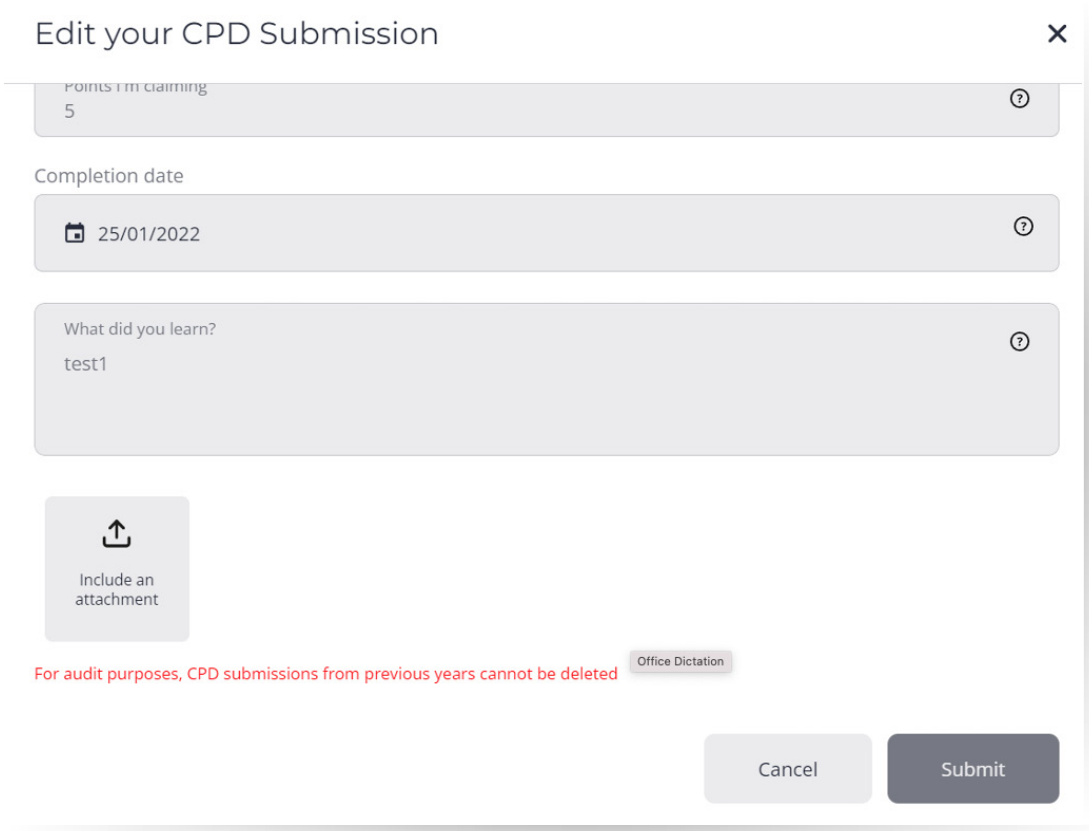
You can review your past CPDs by clicking on your CPD submission at any time. You can edit or delete your past CPDs by clicking on the pencil icon next to each submission. Please note that you can only edit a CPD submission **within the current CPD period**.





For audit purposes, CPD submissions from previous years cannot be deleted.

CPD activity for the past year: Candidates can click on any entry to review their submitted activities. However, you will have no option to edit, as the form is locked.



Thank you for considering PeopleCert Membership for your professional growth and we hope that this guide has been useful to support your CPD journey.

Our team is available 24/7/365 and ready to assist you with any further inquiries at **customerservice@peoplecert.org.**

We're excited to be a part of your learning journey and look forward to helping you achieve your career goals!
peoplecert.org

PeopleCert
Dream it, do it.

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