

## How to Make a CPD Claim in Professional 2.0

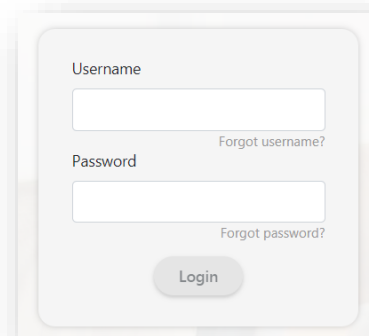
**Authorised Representatives** and **Credit Representatives** are required to upload evidence of your CPD Activity as part of this process. Evidence may include:

- Record of attendance
- If CPD Credits are already allocated, the CPD number.

### Instructions

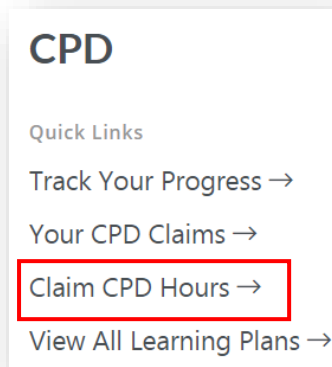
Follow these instructions to upload your CPD Register into the Professional 2.0 Platform and claim CPD hours for CPD activity previously completed.

#### 1 Log in to **Professional 2.0**



A screenshot of the login form for Professional 2.0. It features two input fields: 'Username' and 'Password'. To the right of the 'Username' field is a link that says 'Forgot username?'. To the right of the 'Password' field is a link that says 'Forgot password?'. Below the input fields is a 'Login' button.

#### 2 Under CPD Quick Links, click on **Claim CPD Hours**.



A screenshot of the CPD Quick Links menu. The title 'CPD' is at the top. Below it, under the heading 'Quick Links', there are four items: 'Track Your Progress →', 'Your CPD Claims →', 'Claim CPD Hours →', and 'View All Learning Plans →'. The 'Claim CPD Hours →' item is highlighted with a red rectangular border.

- 3 The CPD Claims Form will display. In the **Explanation** field, Give a brief description of the CPD activity.

Explain what you did?

Learning outcome's etc.

- 4 In the Upload field (below explanation), click on **Upload**, locate your evidence to add to this claim.

Upload any related content as proof

Drag and drop

Upload

- 5 Add the number of hours you are claiming at the field in the bottom right of the page. And then click on **Submit Claim**.

Assign CPD Hours  
Add CPD hours to the relevant knowledge areas. (Note: 0.5 = 30mins)

Knowledge Area	Hours
MFAA CPD	0
FBAA CPD	0

Claim Time Summary: 0

Save Claim Submit Claim

## Got Questions?

If you have any questions about CPD Claims, or any aspect of Professional 2.0 please contact: