Add New CPD Activities for Approval

The CPD Provider Portal provides an easy-to-use interface with only two sections: **'User Profile'** and **'CPD Activities'.** Please follow the steps listed below to navigate the system.
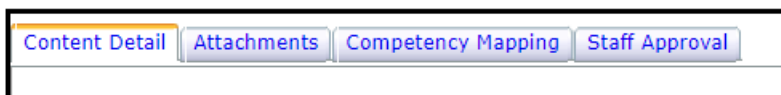
1. Click on the '**CPD Activities'** icon.

CPD Activities

Add or maintain your CPD Activities.

2. To submit a new CPD activity for approval, select '**Add New Content**.'

3. Click on the '**Content Details**' tab and complete all pertinent activity information.

4. Click on the '**Attachments**' tab. Include a title and a brief description of the activity and upload your supporting document(s). You can select a file from your computer to upload.

5. Click on the "**Competency Mapping**" tab and follow the three-step process:
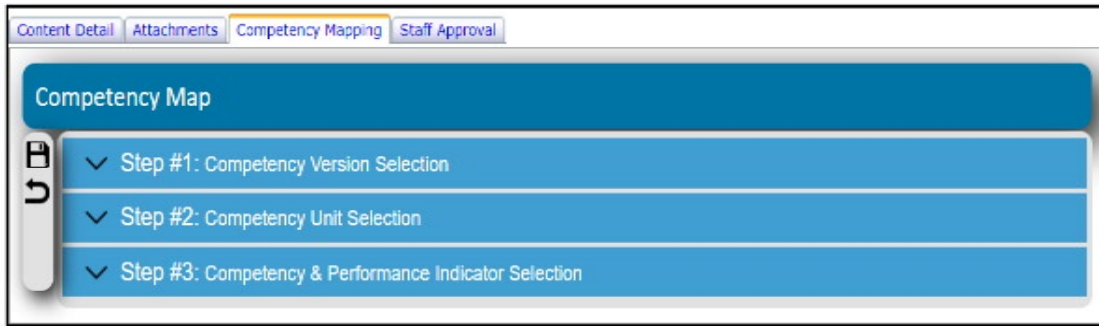
6. Step 1 is the '**Competency Version Selection**'. You must select the targeted group: '**RCIC**', '**RISIA**', **or both**.
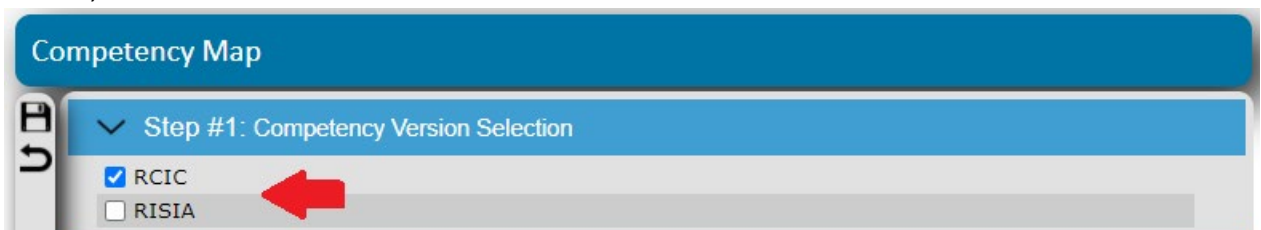
7. Step 2 is the '**Competency Unit Selection**'. You must select the competency unit with which your CPD activity aligns. Please note that you may select more than one competency unit should it apply to your CPD activity.
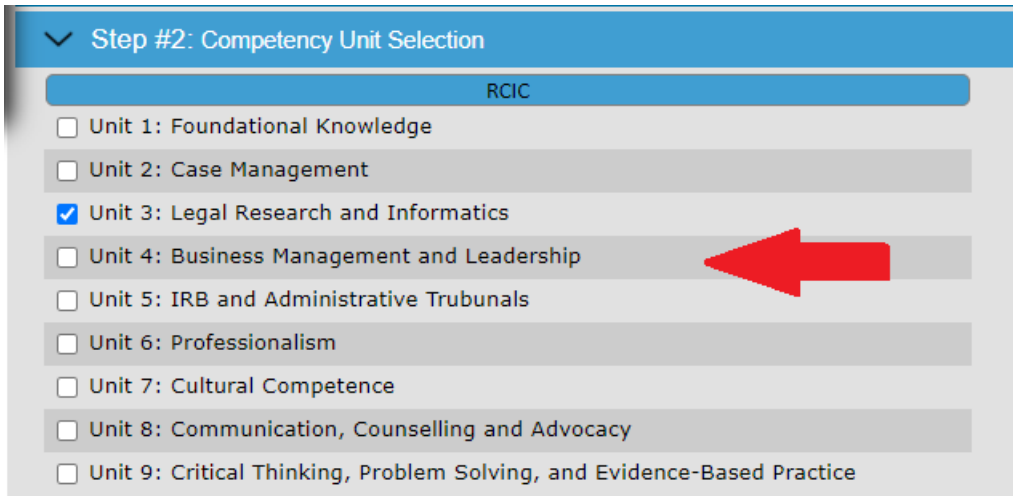
8. Step 3 is the '**Competency and Performance Indicator Selection**'. You must select which competency and which performance indicator your activity will cover. Please note you may select more than one competency and more than one performance indicator should it apply to your CPD activity.

9. Prior to submitting your CPD activity for approval, please ensure that you have completed all three sections:
    a. '**Content Details**'
    b. '**Attachments**'
    c. '**Competency Mapping**'

10. To submit your activity, click on '**Save**'. A pop-up window will appear confirming that your CPD activity has been submitted for approval.

11. You will receive an email indicating the approval status of your activity after ICCRC has reviewed your submission.