

# CPD for ACII & FCII members

The screenshot shows the PSAB-GI CPD Portfolio interface. At the top, there is a navigation menu with 'Home', 'My CPD Portfolio', 'Your Details', 'Event Calendar', and 'Resources'. Below this, the 'CPD Portfolio' section is displayed, featuring a 'My CPD Portfolio' banner with instructions on how to add events. A 'Select a Cycle' dropdown is set to '2010'. Below this, there are buttons for 'Add Accredited CPD', 'Add CPD', 'Add eSession', and 'Event Calendar'. A table shows the following data:

	Total Required	Total Recorded	Status
01/01/2010	100	10	In Progress
<b>Total CPD Requirement</b>	<b>100</b>	<b>10.00</b>	

At the bottom of the page, there is a 'Print this page' button and a 'Contact PSAB-GI' section with contact information.

Click on "2010" to see your activity. All activity must read **COMPLETED**

The overall requirement is **100** CPD credits.

This must equal **100** CPD credits.

Once you have submitted your return your status will change to **PASSED**.

CPD Portfolio - Windows Internet Explorer

http://cpd.psab-gi.ie/cpdUser/portfolioCLI.aspx

File Edit View Favorites Tools Help

CPD Portfolio

X Find: 5125 Previous Next Options

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Home My CPD Portfolio Your Details Event Calendar Resources

**CPD Portfolio**

Your CPD Portfolio allows you to plan and record your CPD activities for the current CPD cycle.

**My CPD Portfolio**

To add a CPD event to your portfolio

1. Select a cycle
2. Click on a tab to view the CPD activities for that year. Within a year tab, click on a column heading to sort your activities by that item.
3. Add either a Formal Activity, Informal Activity or an eSession and follow the instructions provided.
4. Once you have added a CPD activity to your portfolio you must set it to COMPLETED (via the drop down menu) in order for it to record.

Select a Cycle

2010

Summary 2010 Add Accredited CPD Add CPD Add eSession Event Calendar

Date	Title	Type	Credits	Options	Status
Tue 23 Feb 2010	IBA Regional Meeting Feb 2010	formal	15	select option	planned
Thu 25 Feb 2010		formal		select option	planned
Thu 25 Mar 2010	The Shape of Compliance In Challenging Times	formal	10	select option	completed
Tue 18 May 2010	IBA Regional AGM Meetings	formal	20	select option	planned
Fri 09 Jul 2010	Underwriting & Risk Management	formal	15	select option	planned

Click on tab 2010 to view your activity.

All activity must be set to COMPLETED in order to record.

To set the activity to COMPLETED, click Select Option.

Click on HOME page in order to SUBMIT ANNUAL RETURN.

Once submitted correctly you will see that you Status has been set to PASSED.

CPD Portfolio - Windows Internet Explorer

http://cpd.psab-gi.ie/cpdUser/portfolio.CI.aspx

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Contact PSAB-GI  
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