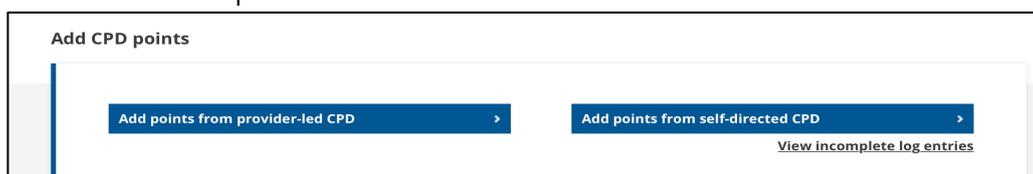# Uploading your CPD points

1. Log-in to your MyGOC account
2. Select MyCPD
3. Select Add CPD points

4. Choose to add either provider led CPD or self-directed CPD

Provider-Led CPD

1. Find your relevant CPD – you can search by CPD reference number, CPD title, provider, location or date
2. Select the correct CPD from the list provided and click CHOOSE.
3. Step 1 – Confirm Attendance. If applicable, select either General or Speciality CPD. Click CONFIRM ATTENDANCE
4. Step 2 – Reflection and Evidence. For all peer reviews, you must complete a reflection, for all others it is advised. Either complete the reflection statement within the site or upload a completed reflection statement. Then upload evidence of attendance (email or certificate or letter of confirmation). Click SAVE
5. Step 3 – Approved provider CPD feedback. Use the sliding scale (0-100) regarding content, delivery, usefulness. Space is available to add comments. Click SAVE
6. Step 4 – Review. Check all the info is correct. Click ADD CPD POINTS TO STATEMENT.
7. You can choose to add this CPD to your learning outcome, create a new learning outcome or skip this step.

Self-directed CPD

1. Step 1 – Details. Fill in the following pieces of information:- CPD title, Completion date, Format (from drop-down list), Source, Description of the CPD you have completed, How long did it take, Number of CPD points (this automatically fills in), whether it was interactive – you will need to confirm the type of interaction. Click on NEXT
2. Step 2 – Domains. Select maximum of 2 domains relevant to the CPD content you have completed. Click NEXT.
3. Step 3 – Reflection and Evidence. For all self-directed CPD, you must complete a reflection, for all others it is advised. Either complete the reflection statement within the site or upload a completed reflection statement. Then upload evidence of attendance (email or certificate or letter of confirmation). Click SAVE
4. Step 4 – Review. Check all the info is correct. Click ADD CPD POINTS TO STATEMENT.
5. You can choose to add this CPD to your learning outcome, create a new learning outcome or skip this step.