

## FPH CPD DIARY FLOW CHART

If you use the FPH CPD diary log in on the member website (if you use another system to log CPD please refer to their guidance.)

Are you looking to add information to your CPD diary for the current year?

Yes

No, I'm exempt for this current year

Step 1 Input your agreed PDP objectives

Click on the Create New PDP objective

Add PDP details

Add information as agreed with your line manager in SARD or other appraisal portfolio.

Date agreed is usually your Professional Appraisal Date

Submit exemption request

My CPD

Exemption Request

Step 2 Click on CPD Activities

Click on the Create New CPD Activity

Create New CPD Activity

Add details and description as agreed via appraisal

Link in previous Linked PDP objectives

Linked PDP Objectives

Step 3 Further information Click on tabs at the top of the page

General

Reflective Notes

Competencies

Domains

Step 4 Reflective Notes

Refer to reflection guidance and training and add notes by deadline (31<sup>st</sup> April of each year)

Link key competencies and domains by clicking each tab

Step 5 Click to submit for annual return

Submit annual return for review by deadline

Step 6 reports are available for annual appraisal click to download

Export Evidence For Appraisal

You can use this page to download PDF files containing information to use for your appraisal.

CPD Certificate

CPD Activities