



## ACRRM PROFESSIONAL DEVELOPMENT PROGRAM

# Guide to logging CPD activities

Steps to log activities in your PD portfolio online:

1. Log into your ACRRM account at [mycollege.acrrm.org.au/login](https://mycollege.acrrm.org.au/login) with your username and password
2. Click on the orange **Go** button in My PD Portfolio
3. This will show the summary page with your CPD progress to date
4. Click on the **Add an activity** button to log a new activity
5. Expand the categories, select the activity type, and follow the prompts.  
Once completed, click **Submit**. There is a brief description of the activity at the top of the form. If you have completed an activity that is not listed, select the **Other** activity type in all categories
6. For most activities you can use reflective notes as your evidence or upload your course certificate. There is a guideline on CPD evidence, including tips on writing reflective notes in the Resources section of your PD portfolio. Please note: Life support activities require a certificate of attendance.

Life support and Maintenance of Professional Standards (MOPS) activities will be reviewed by the PDP team before credit is allocated, but all other activities will receive immediate CPD credit.

**Auditing:** If you are selected for an audit, you will need to provide evidence for your activities. You can easily store the evidence of each individual activity in your PD portfolio, or alternatively, in a separate location.

