

## Guidance Sheet for Electronic Submission

### Submitting your entries through CPD Online

- When you next log on to CPD Online after you have been called for review, you will notice a message at the bottom of the welcome page. This message will read:

*“Your CPD record has been called for review. You must submit your record to RPSGB by the date on your notification letter”.*

- When you enter your record, you will notice that there is a new **“Submit record”** button in the bottom left hand corner of the screen. You should click on this to select which entries you wish to submit for review.
- Once you have clicked **“Submit record”**, a screen will appear with some information regarding your submission. Once you have read this, you should click **“Continue”**.
- You will then be asked whether you will be submitting all of your CPD entries via CPD Online, or whether you wish to make a dual submission i.e. submit some entries online, and some on paper. You should tick the box for **“Online ONLY”** and click **“Continue”**.
- (If you wish to submit via dual submission, you should tick the box **“Dual Submission”** and click **“Continue”**. Please also see the [Guidance Sheet for Dual Submission](#).)
- A screen will appear listing all your CPD entries. You should check the tick box of the ones you wish to submit.
- When you have selected the entries you wish to submit, click **“Confirm details”**. A message box will appear asking you if you have selected all the entries you wish to submit and telling you how many you have selected.
- Click **“Continue”**. A box will appear telling you which entries you have selected. If you wish to submit those entries, click **“Submit record”**. If not, you can return to amend your choice.
- A message box will appear to inform you of the entries which have been submitted. Your submission is final and you cannot send us any more entries after this point.
- As soon as our reviewers have assessed your entries and posted your feedback, you will be able to view it on CPD Online by clicking on the **“Review and Feedback”** option on the main menu after you have logged in. You will also be sent an executive summary of your feedback by post.

### Submitting your entries through CPD Desktop

- When your CPD record is ready for submission you should click on the **“Submit record”** button. A warning box will appear to remind you that you should only proceed if the Society has requested your CPD record. Click on **“OK”** to proceed.
- A screen will appear listing all the CPD entries that have been marked by you under the properties tab of each entry for inclusion in your submission to the Society. If you wish to submit those entries, click **“Submit record”**
- You will then be prompted to choose a location to save your submission, once you have done this click **“Save”**
- You should save a copy of your submission to a blank CD. Please note **we cannot accept USB pens**.
- Write your name and membership number onto your CD.
- Post your CD with a covering letter including your **name**, your **registration number**, and a **daytime telephone number** so that we can contact you if necessary, to:

*CPD Submissions, Education Development Division, RPSGB, 1 Lambeth High Street,  
London, SE1 7JN.*

We recommend that you send your CD by recorded delivery. This provides evidence that you submitted your entries on time, should they get delayed or lost.

- We will upload your submission into CPD Online, ready for our CPD reviewers to review. If you are not comfortable with RPSGB administrators seeing your record, you will need to transfer your records to CPD Online yourself.
- An executive summary of your feedback will be posted to you, but it will also be available via your CPD Online account. If you do not have a CPD Online username and password and would like one, please email us at [cpd@rpsgb.org.uk](mailto:cpd@rpsgb.org.uk)