

Guidance Sheet for Paper Submission

If you wish to submit your CPD record on paper, you will need to complete the slip provided at the bottom of your notification letter and return it in the provided addressed envelope to:

CPD Submissions

PO Box 2747
Tilehurst
READING
RG30 4EB

You will then receive a paper submission pack within five working days, containing:

- a letter with instructions about how to submit on paper
- some Header Sheet Instructions,
- a personalised Header Sheet
- some new master record sheets for you to use for future entries and
- a self-addressed envelope.

You should follow the provided instructions very carefully. If you do not, **we will not be able to process your entries** and you will be asked to **resubmit** your record immediately.

You should note that your deadline will remain the same if you choose to submit on paper, despite the fact that it will take some time for your submission pack to be sent to you. You should take account of this when planning to return your record in order to ensure it reaches us by your deadline.

Requirements for paper entries

- You must include your CPD number on all your entries. Your CPD number will be on your header sheet once we send your paper submission pack.
- Your handwriting must be clear and legible in line with Standard 1.1 of the *Professional Standards and Guidance for Continuing Professional Development*.
- Your entries must be made in blue or black ink only.
- Your comments must be written within the boxes provided – any information outside the boxes will not be considered.
- The text in the boxes must be straight.
- **You must only send clear photocopies of your entries, NOT the originals, as we will destroy your entries once they have been processed.**
- Your photocopies must be on A4 paper, to scale, and single sided.
- The copies must be clean and crisp, and should not have been folded.
- Do **NOT** send us any evidence or additional materials. This includes certificates, articles, essays, course materials or any documentation which we have not asked for. We will take no liability for this and will destroy it if sent.
- Your entries must be on RPSGB approved forms. Our official forms, downloaded from www.uptodate.org.uk or sent out as part of the CPD pack, are called *Plan and Record Master Record Sheets* and are part of Appendix 2. Other forms approved by RPSGB have this logo:



Your paper entries **must** conform to these requirements. If you are worried that they do not, you should copy them out again carefully on version 1.4 of the master record sheets, or enter them into CPD Online and submit them electronically. If you send them in and they cannot be processed, we will ask you to resubmit within your deadline.