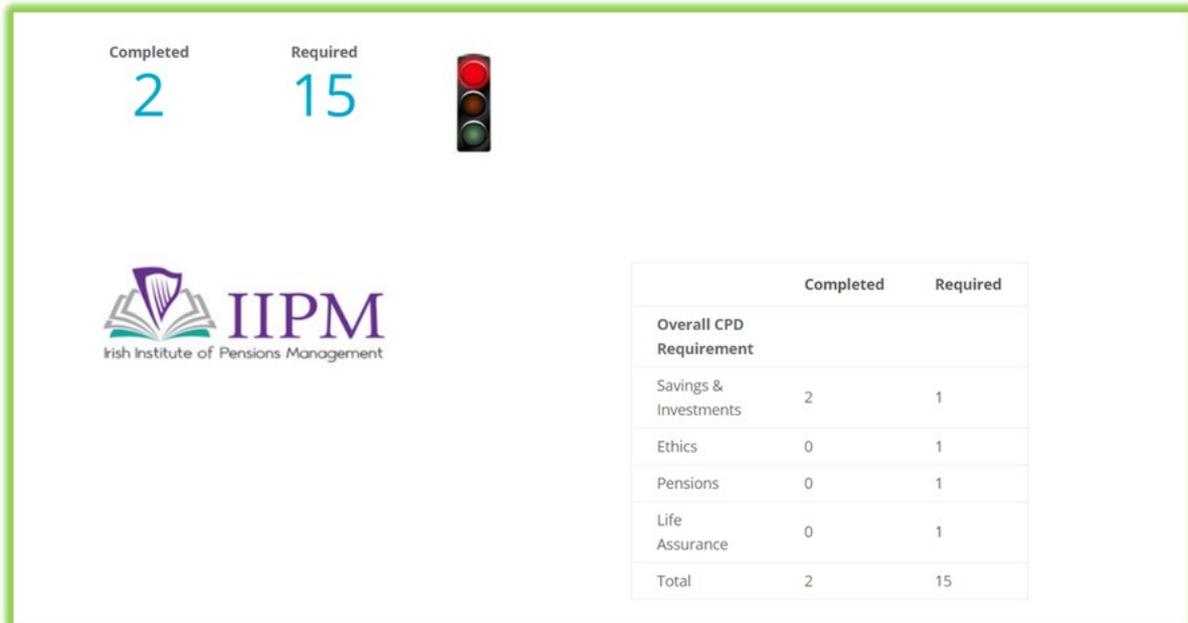


## Instructions for completing CPD Return on portal:

If a user has not completed the mandatory requirements, the traffic light will display red:



The screenshot shows the IIPM CPD Return portal. At the top, it displays 'Completed' with the number 2 and 'Required' with the number 15. To the right of these numbers is a traffic light icon with the red light illuminated. Below the numbers is the IIPM logo (Irish Institute of Pensions Management). To the right of the logo is a table with the following data:

	Completed	Required
<b>Overall CPD Requirement</b>		
Savings & Investments	2	1
Ethics	0	1
Pensions	0	1
Life Assurance	0	1
<b>Total</b>	<b>2</b>	<b>15</b>

Use the “log cpd link” to add courses completed to their record:



The screenshot shows the IIPM portal navigation menu. The menu items are: My CPD Register, Profile, Log CPD, Pro Rata Request, and Payment. A yellow arrow points to the 'Log CPD' link.

Can search for completed courses and click the plus to add to their completed records:

**Note that users can use the panel on the left to search or use Ctrl+F – the same as any browser/office system**

Name	Provider	Hours	Date	Category	Actions
My Future (MCC3)	Aviva	1	03-03-2020	Savings & Investments	
My Future (MCC2)	Aviva	1	03-03-2020	Pensions	
Global Macroeconomic Outlook (MCC2)	IAPF	1.5	29-01-2020	Pensions	
Global Macroeconomic Outlook (MCC3)	IAPF	1.5	29-01-2020	Savings & Investments	
IAPF Trustee Training Refresher (MCC2) - March	IAPF	4	03-03-2020	Pensions	
IAPF Trustee Training Refresher (MCC2) - May	IAPF	4	06-05-2020	Pensions	

Partial Name Search

-OR-

Filter Selection

- All
- Savings & Investments
- Ethics
- Pensions
- Life Assurance

Confirmation is required to ensure that they have selected the correct course for their record:

The course you selected is:  
**IAPF Trustee Training Refresher (MCC2) - March**

The date of this course was  
**: 03-03-2020**

Do you wish to add this course to your completed C.P.D. listings?

---OR---

[Click To Return To List](#)

Even if a user has completed 15 hours, they still need to ensure that they have completed all the requirements i.e. 1 hour from each category:

Completed **15** Required **15** 



	Completed	Required
<b>Overall CPD Requirement</b>		
Savings & Investments	7	1
Ethics	4	1
Pensions	4	1
Life Assurance	0	1
<b>Total</b>	<b>15</b>	<b>15</b>

When the requirements have been met, the traffic light system will show green and the button will be available to “Complete CPD Return”

Completed **16** Required **15** 



	Completed	Required
<b>Overall CPD Requirement</b>		
Savings & Investments	7	1
Ethics	4	1
Pensions	4	1
Life Assurance	1	1
<b>Total</b>	<b>16</b>	<b>15</b>

[Complete CPD Return](#) 

To finalise the completion, ensure that the return details are correct, tick the box to confirm that the requirements have been met and click complete:

### CPD Return

2020 CPD Return for Aindy k

Product Area	Registered	Required	Completed
Savings & Investments	7	1	<input type="text" value="7"/>
Ethics	4	1	<input type="text" value="4"/>
Pensions	4	1	<input type="text" value="4"/>
Life Assurance	1	1	<input type="text" value="1"/>
<b>Totals</b>	<b>16</b>	<b>0</b>	<input type="text" value="16"/>

\* I confirm that I have met my CPD annual requirement in my required product categories.

Once they have completed, they are informed the following completion message:

### CPD Return

2020 CPD Return for Aindy k

You Have Submitted You CPD Return for: 2020

[My CPD Register Page](#)