



Follow-up of CPD Home users' submission progress

Overview

The RANZCR CPD team monitors activities and hours submitted by users of the RANZCR CPD Home ePortfolio and undertake a follow-up process to assist users from falling behind in meeting their mandatory annual CPD program requirements.

Follow-up Process

For this follow-up process, users are divided into four cohorts, with communications based on their progress against the CPD requirements. These cohorts are detailed in the table below:

Group	Next Steps	Method of follow-up
No CPD recorded	Communication is sent reiterating the mandatory requirement for 50 hours of CPD activity and a completed Professional Development Plan (plus specific additional requirements for New Zealand practitioners) by 31 December.	Initially via email (July) SMS reminder (October)
Less than 25 hours entered	Communication is sent, highlighting the lack of submissions and the need to continue to enter activities for completion by 31 December.	Initially via email (July) SMS reminder (October)
Between 25 and 50 hours entered	A reminder is sent that CPD for the annual cycle is due by 31 December.	Initially via email (July) SMS reminder (October)
Over 50 hours entered	Complete for the year.	No follow-up required

Member Support

The College has a range of support resources available to assist members in meeting CPD requirements. This information is available on the College website as well as directly through the resources section of the CPD ePortfolio.

During March/April, the CPD may also send out reminders to complete and upload PDPs.

Please refer to:

- The RANZCR CPD Handbook
- How to guides for ePortfolio functions
- How to video recordings for ePortfolio functions
- Guides for the Professional Development Plan (PDP) and structured conversation requirements
- FAQs
- CPD categories and program level requirements

Please note: RANZCR staff will do all they can to assist with the efficient and timely completion of CPD, however the onus remains with the CPD participant to ensure that they are compliant.

