MEMBER GUIDE

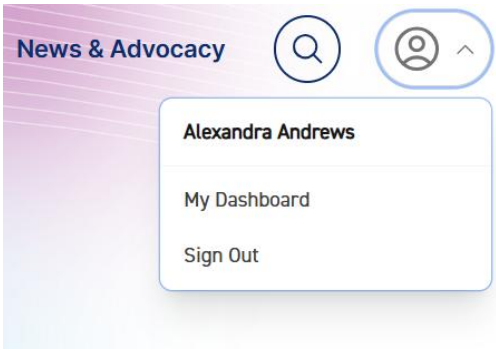
How to Add an External CPD Record

A step-by-step guide for IPA members recording CPD hours completed outside of IPA events

This guide walks you through logging in to your IPA member account, navigating to your CPD Records, and adding an External CPD Record for training or courses completed with providers other than the IPA.

STEP 1 Sign in and open your dashboard

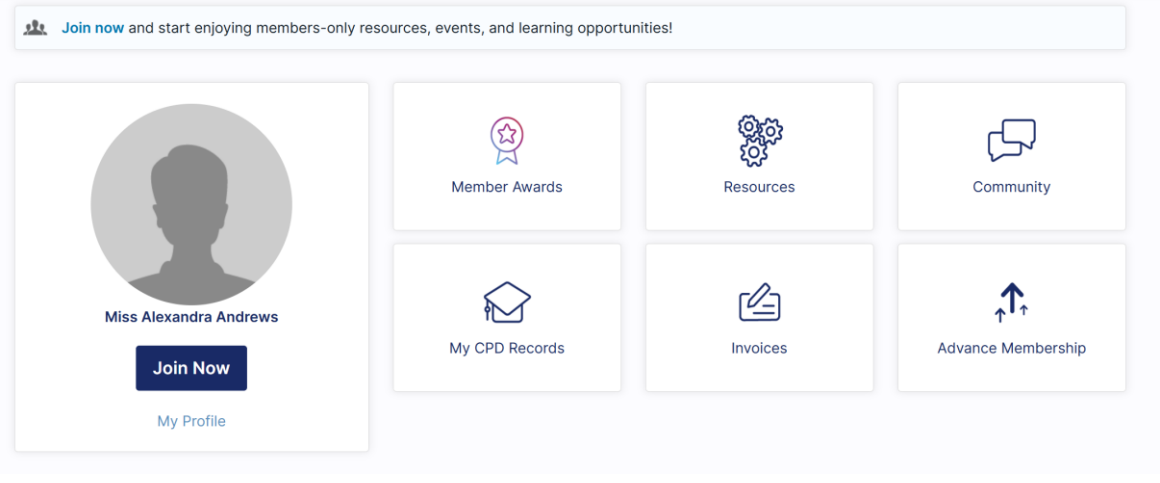
Once you have signed in to the IPA website, click on your profile icon in the top right-hand corner of the screen. Select “My Dashboard” from the drop-down menu.



Profile menu — select “My Dashboard”

STEP 2 Locate “My CPD Records”

On your dashboard, you will see a series of tiles. Click on the tile titled “My CPD Records”.



IPA member dashboard — select the “My CPD Records” tile

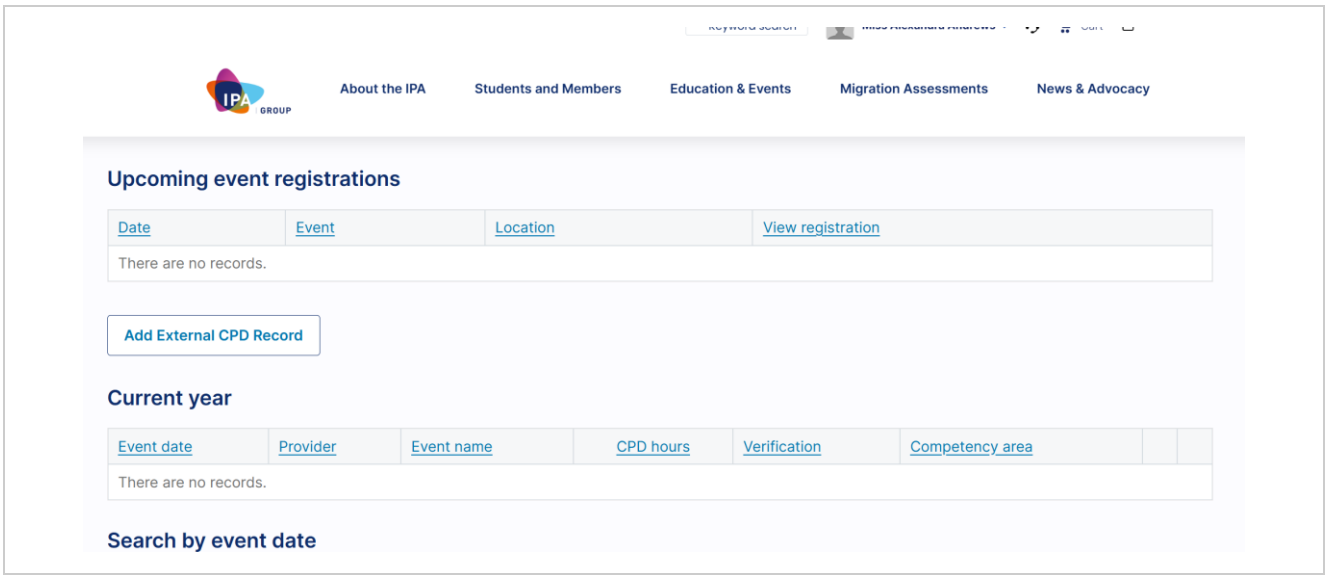
STEP 3 Review your CPD Records page

You will be taken to your CPD Records page. This page shows:

- Any upcoming event registrations
- Existing CPD entries for the current year, including CPD that has been automatically recorded by the IPA

IPA/IFA - General

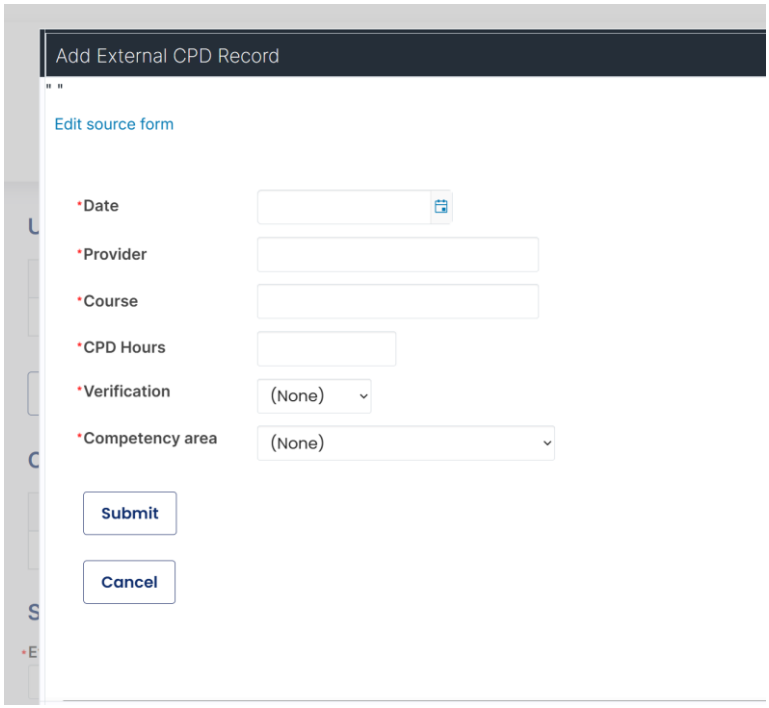
To add hours completed with an external provider, click the “Add External CPD Record” button.



CPD Records page — click “Add External CPD Record”

STEP 4 Complete the External CPD Record form

A form will open. Enter the details of your external CPD activity in each field, then click Submit.



Add External CPD Record form

Fields to complete:

Date	The date the CPD activity was completed.
Provider	The name of the organisation or provider that delivered the training.
Course	The name or title of the course, session or activity.

IPA/IFA - General

CPD Hours	The number of CPD hours to be recorded for this activity.
Verification	Select the type of evidence you hold to verify completion (e.g. certificate).
Competency area	Select the competency area the activity relates to.

Once all required fields are complete, click Submit to add the record to your CPD history. Click Cancel if you wish to discard the entry.

IPA/IFA - General