

How to submit your report of CPD activities if you have been selected for the CPD review

1. Sign in to the RCPATH website and access your online CPD portfolio
2. Click 'Generate & print report' from the horizontal menu at the top

The screenshot shows the RCPATH CPD portfolio dashboard. At the top, there is a navigation bar with the RCPATH logo, the text 'The Royal College of Pathologists Pathology: the science behind the cure', and a 'Sign Out' button. Below this is a welcome message 'Welcome back Dr Portfolio' and a search bar. A horizontal menu contains several buttons: 'CPD Home', 'Search / Edit', 'Submit CPD return', 'Saved Drafts', 'Generate & print report' (highlighted with a red circle), 'Help Centre', and 'Back to Main site'. The main content area is divided into two sections. The left section, 'My credit summary', shows 'My total credits for:' with 'current CPD year (2020/2021)' at 0 and 'previous CPD year (2019/2020)' at 82. It includes a '+ Add new activity' button and a note that the CPD year runs from 1 April to 31 March. The right section, 'Summary of submitted CPD returns', contains a table with columns for 'CPD Year', 'Clinical', 'Academic', 'Professional', and 'Total'. The table lists data for the years 2019/2020, 2018/2019, 2017/2018, 2016/2017, and 2015/2016. Below the table is a note about updating the table after submission and a 'Download and print CPD statement' button.

CPD Year	Clinical	Academic	Professional	Total
2019/2020	26	25	31	82
2018/2019	23	25	27	75
2017/2018	34	11	10	55
2016/2017	8	1	3	12
2015/2016	28	14	13	55

3. Click 'Annual CPD Report'

The screenshot shows the 'Generate & print report' page. At the top, there is a navigation bar with the RCPATH logo, the text 'The Royal College of Pathologists Pathology: the science behind the cure', and a 'Sign Out' button. Below this is a welcome message 'Welcome back Dr Portfolio' and a search bar. A horizontal menu contains several buttons: 'CPD Home', 'Search / Edit', 'Submit CPD return', 'Saved Drafts', 'Generate & print report' (highlighted with a red circle), 'Help Centre', and 'Back to Main site'. Below the menu is a breadcrumb trail: 'You are here: Home > Generate & print report'. The main content area is titled 'Generate & print report' and features a printer icon. Below the title is a tabbed interface with three tabs: 'Annual CPD Report' (highlighted with a red circle), 'Custom CPD Report', and 'Revalidation Report'. The 'Annual CPD Report' tab is active, showing instructions: 'Select the year from the drop down option you wish to view/generate/print and click 'Go'. Click 'Create PDF report''. Below the instructions are three types of reports: 1. Annual CPD report, 2. Custom CPD report, and 3. Revalidation Report. The Revalidation Report section includes a note: 'Revalidation activities that are not for CPD can be entered by changing Activity Type to Revalidation activity (1st field on the Add an activity page). If the revalidation category is set to 'Not applicable' the activity will not appear in this report.'

- Click the drop down and select '2020/2021' from the list and hit 'GO'

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Welcome back Dr Portfolio

Search this site GO

CPD Home Search / Edit Submit CPD return Saved Drafts **Generate & print report** Help Centre Back to Main site

You are here: [Home](#) > Generate & print report

Generate & print report

Annual CPD Report Custom CPD Report Revalidation Report

Select the year from the drop down option you wish to view/generate/print and click 'Go'
Click 'Create PDF report'

There are three types of report that may be produced:

1. Annual CPD report (The report produced is of all CPD activities from 1 April to 31 March following year. It is structured by CPD category).
2. Custom CPD report (The report produced is of all CPD activities during specified period. It is structured by CPD category).
3. Revalidation Report - the report produced is of activities that have been assigned a revalidation category during a specified period. To use this report, activities must have been entered with a revalidation category set to one of the 4 revalidation domains (4th field on the 'Add an activity' page). It is structured according to the GMC Framework for appraisal and revalidation.

Revalidation activities that are not for CPD can be entered by changing Activity Type to Revalidation activity (1st field on the Add an activity page). If the revalidation category is set to 'Not applicable' the activity will not appear in this report.

Select CPD Year **2020/2021** Go

Please select a CPD year to list activities for.

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- Now click 'Create PDF Report'

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Generate & print report

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Select CPD Year **2020/2021** Go

Create PDF Report

Test

Credits claimed: 13 Date: 10/05/2020 - 10/05/2020

6. Finally, click 'Send report to RCPATH'

The screenshot shows the 'Generate & print report' page on the RCPATH website. The page header includes the RCPATH logo, the text 'The Royal College of Pathologists Pathology: the science behind the care', a 'Sign Out' button, and a search bar. A navigation menu contains buttons for 'CPD Home', 'Search / Edit', 'Submit CPD return', 'Saved Drafts', 'Generate & print report' (which is highlighted), 'Help Centre', and 'Back to Main site'. Below the navigation is a breadcrumb trail: 'You are here: Home > Generate & print report'. The main content area is titled 'Generate & print report' and contains a form with the following details: 'CPD year 2020 - 2021', 'Membership no. 10080532', 'Name Dr CPD Portfolio', and 'Address' with radio buttons for 'Work (Primary)' (selected) and 'Enter new'. The address is listed as '6 Alle Street, LONDON, E1 8QT, United Kingdom (Great Britain)'. At the bottom of the form are buttons for 'Start over', 'Preview report', 'Save as PDF', and 'Send report to RCPATH' (which is circled in red). The footer contains a 'Site map | Privacy | Terms & Conditions' link and copyright information: '©2021 The Royal College of Pathologists - 6 Alle Street, London, E1 8QT' and 'e-mail: info@rcpath.org Tel: 020 7451 6700 Registered Charity in England and Wales Number 261035'.