Ag Rialáil Gairmithe Sláinte agus Cúraim Shóisialaigh

Regulating Health + Social Care Professionals

Continuing Professional Development

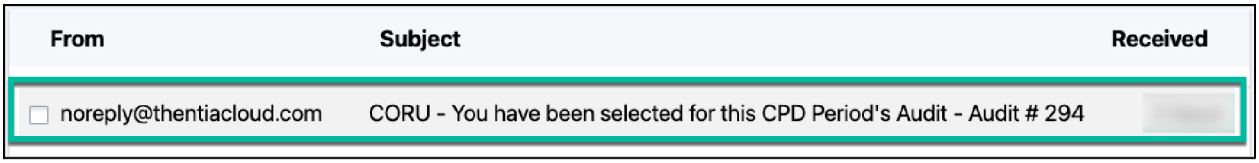
CORU Registrant Guide

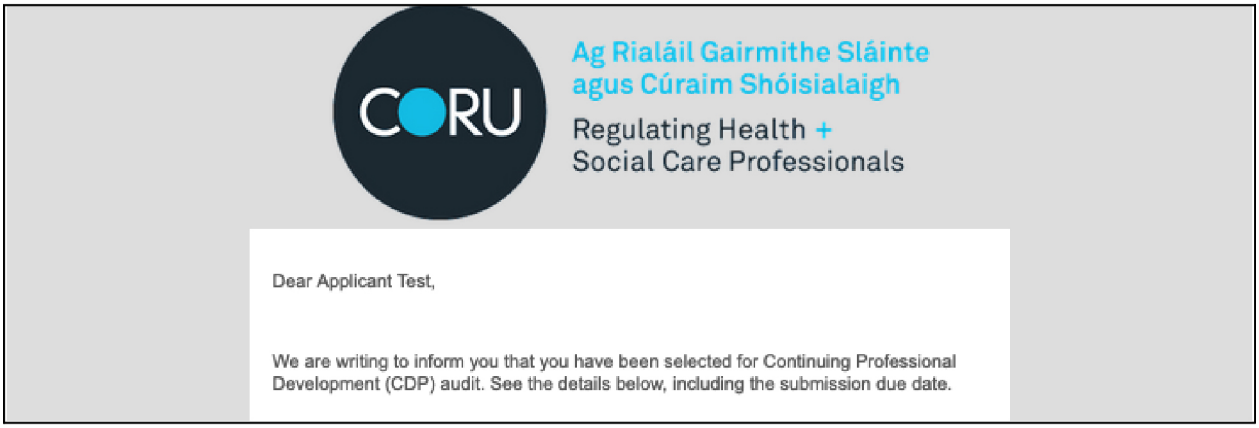
Completing a CPD Audit

Introduction

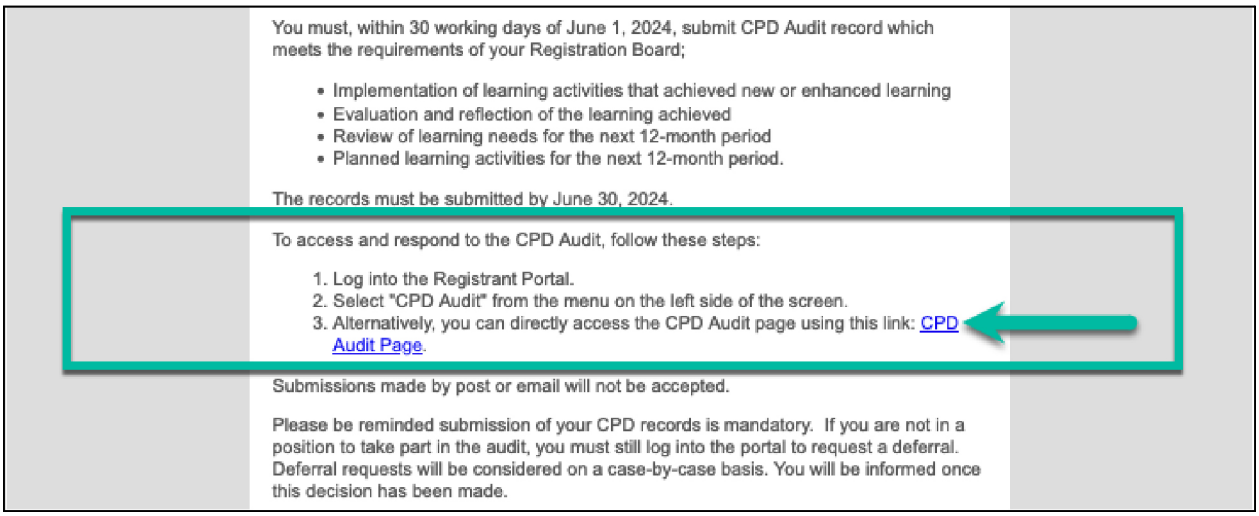
This guide has been designed to walk through the steps of completing a CPD Audit through the CORU Registrant Portal.

Find your invitation for the CPD Audit in your inbox.



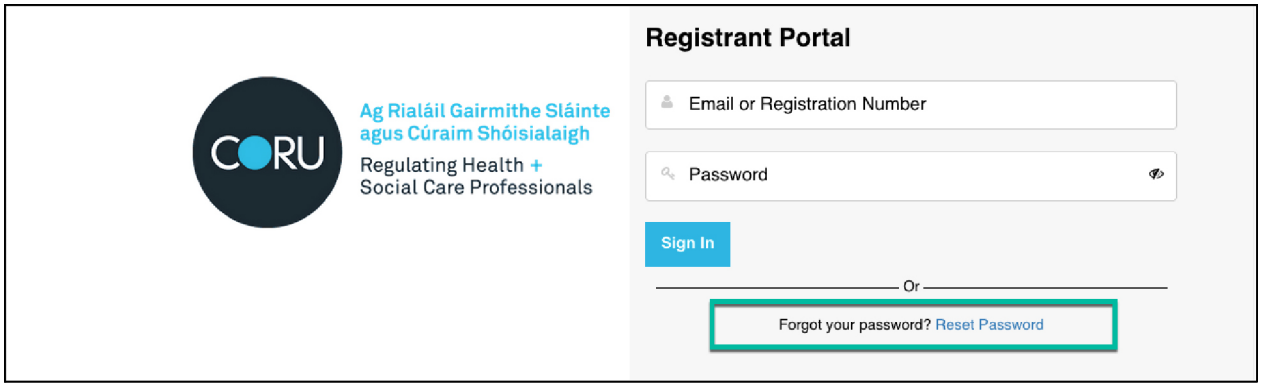


Follow the instructions from the email.



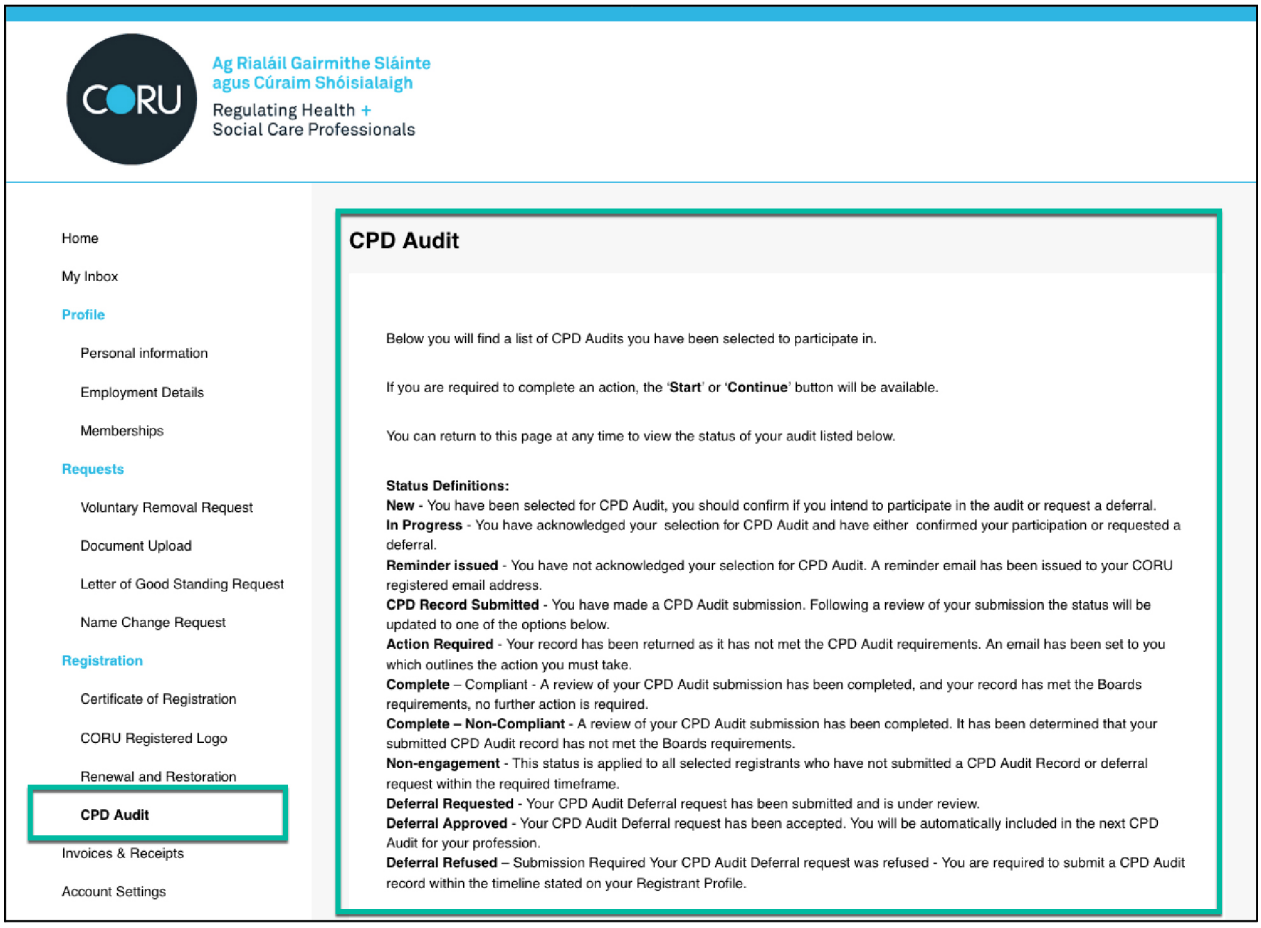
Log into the Registrant Portal (Link provided in CPD Audit email).

If you have forgotten your password, please use the Reset Password option on the login screen.

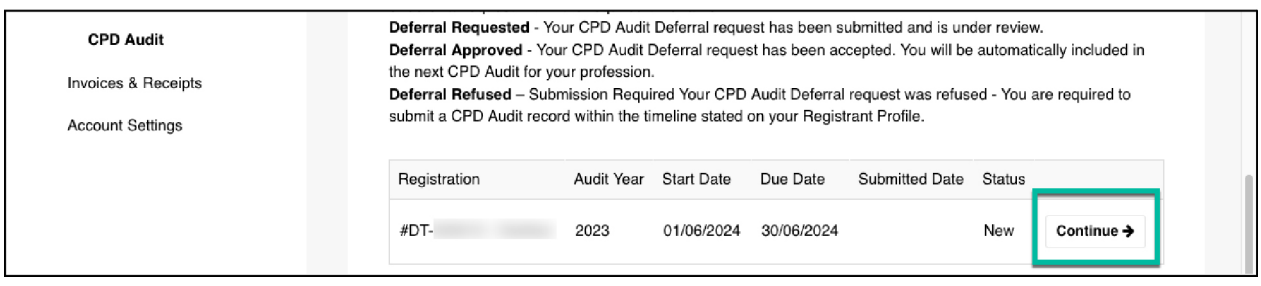


Click on CPD Audit on the left menu.

Please read the instructions provided.



Click on Continue to start your Audit. (Located at the bottom of the page).

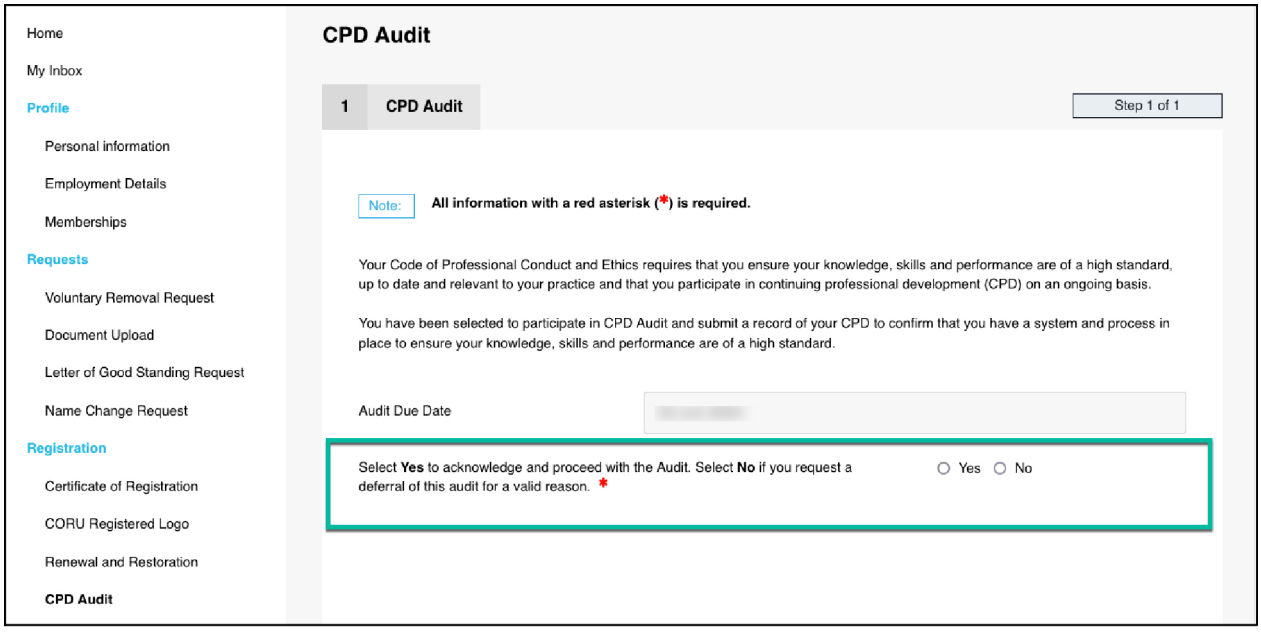


Start the CPD Audit.

Select **Yes** to acknowledge and proceed with the Audit.

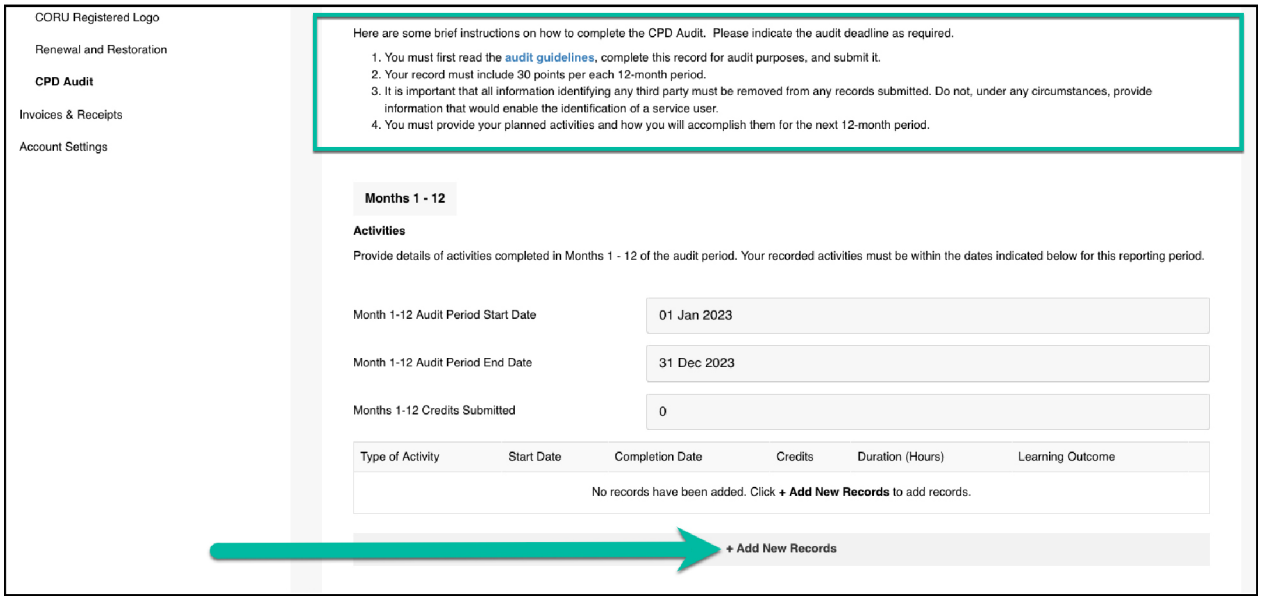
Select **No** if you request a deferral of this audit for a valid reason.

Note: Before submitting a request for Deferral, please read the CPD Audit Deferral FAQ on the CORU website.

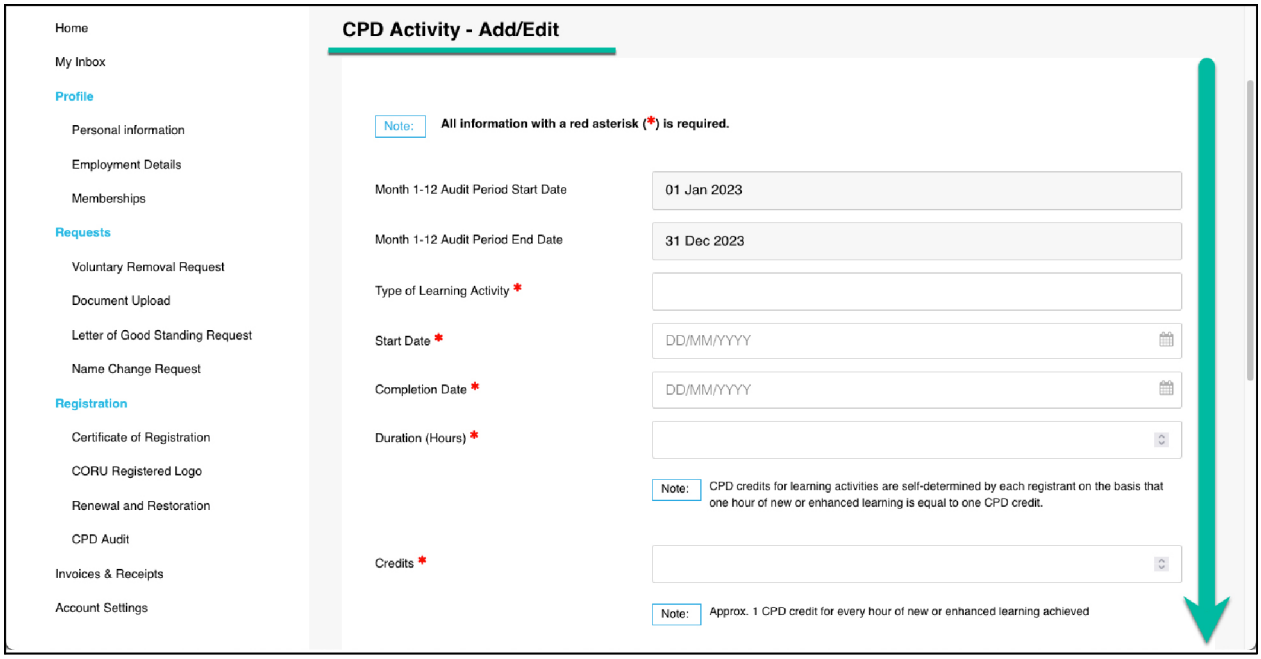


Review instructions provided including audit guidelines.

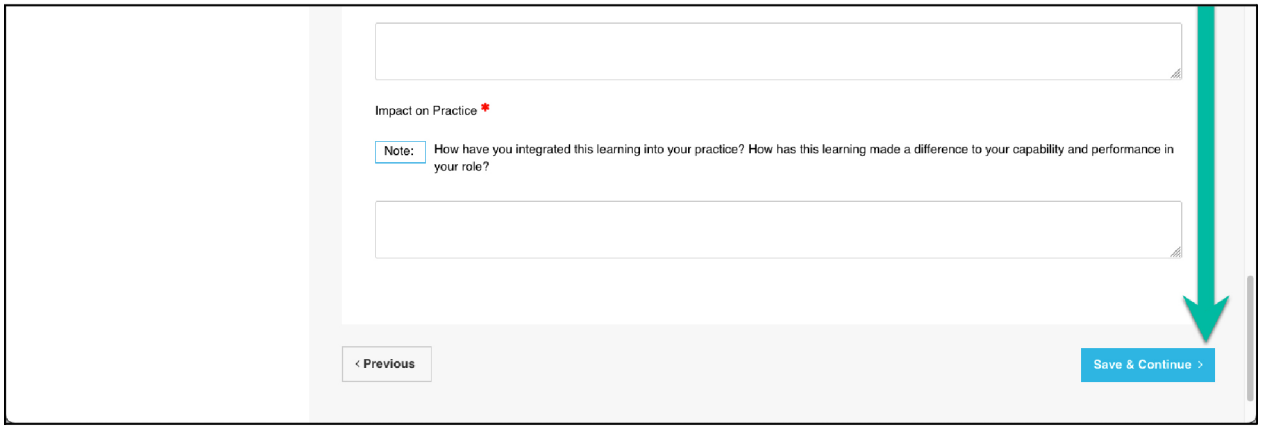
Click on **Add New Records** to enter your information.



Provide details about your activity.

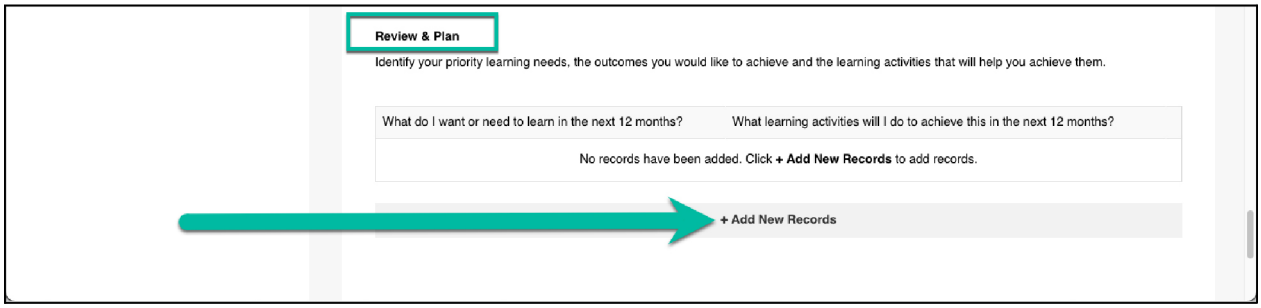


Click Save & Continue (At the bottom of the page).



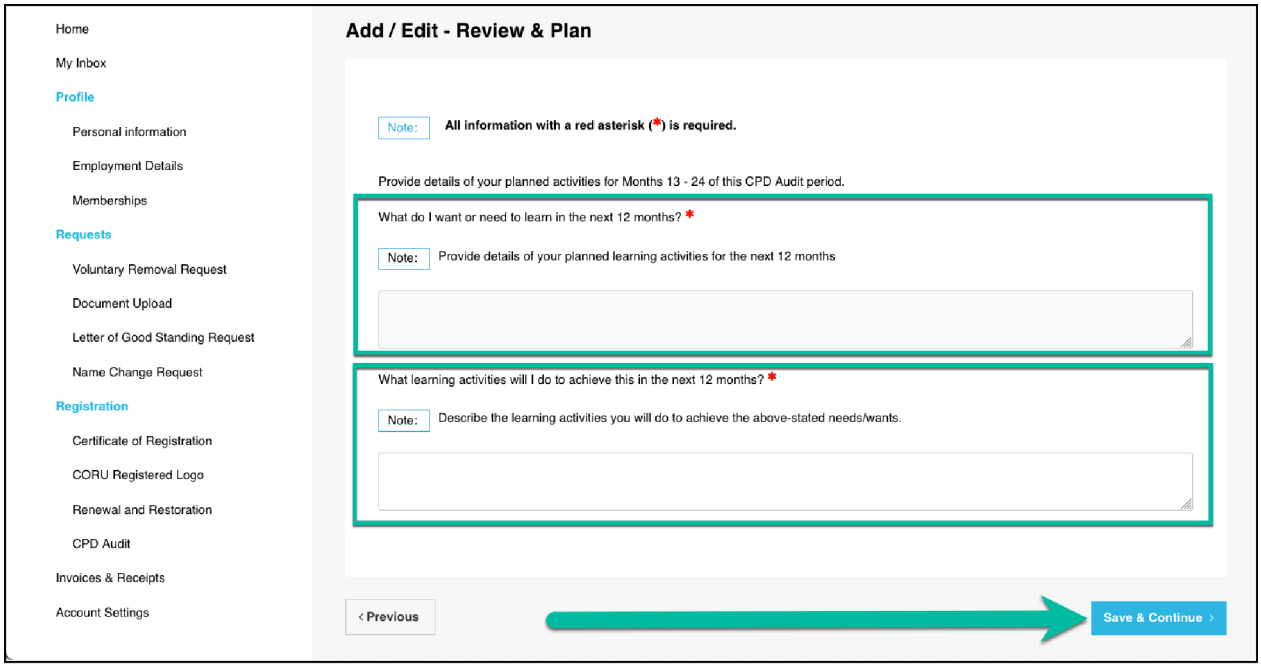
Complete the Review & Plan section for each 12 month period.

Identify your priority learning needs, the outcomes you would like to achieve, and the learning activities that will help you achieve them.



Click on Add New Records.

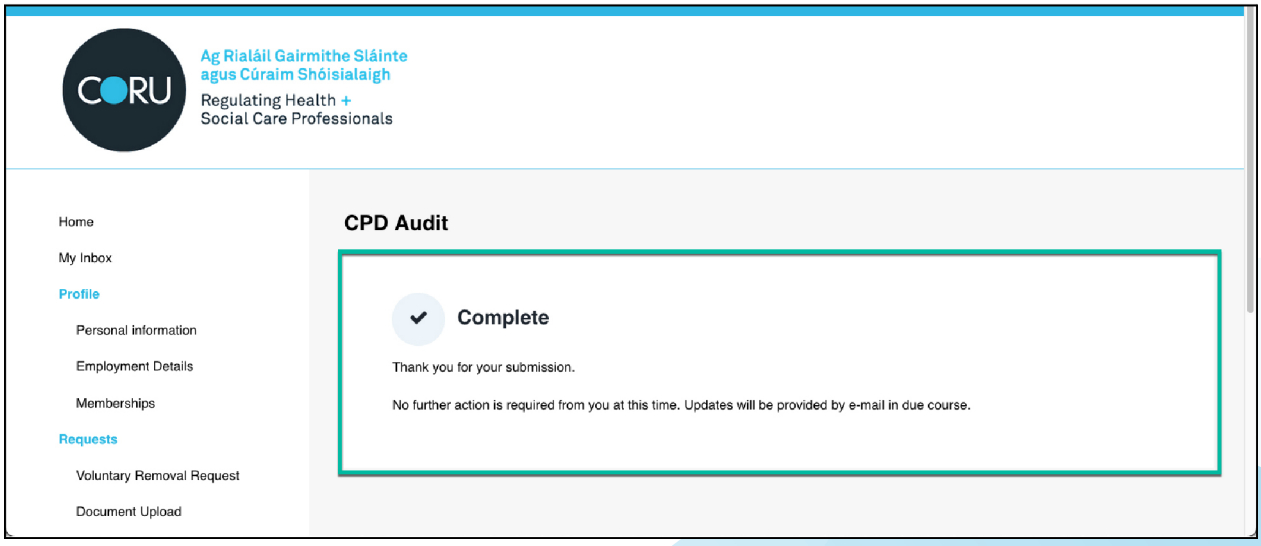
Also provide details of your planned activities for Months 13 - 24 of this CPD Audit period.



When finished, click on Save & Continue.

After entering your records, Submit your Audit. (Located at the bottom of the page).

Wait a few moments for the Complete message.



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