

How to create an online CPD record

The Institute provides an online CPD recording facility which is located on your 'MyITI' page of the Institute website. Members can alternatively keep their own separate records of CPD completed. You only need to submit your CPD record to the Institute in the event that you are randomly selected for a CPD verification check.

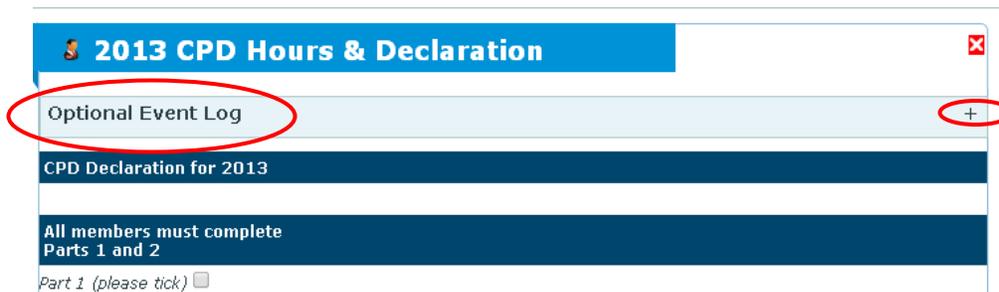
If you wish to use the Institute's online CPD recording tool, you should follow these steps to record a CPD event:

Step 1: Login to the [Institute Website](#)– you will need your membership number and password for this. If you do not have your password to hand, click [here](#) and enter your email address. You will receive an instant email reminder.

Step 2: You will then be brought to your 'MyITI' page.

Step 3: You can access your CPD recording tool by clicking on the link '2013 CPD Hours & Declaration' located on the bottom right hand column of your MyITI page.

Step 4: Click on 'Optional Event Log' or the '+' icon.



Step 5: To record your CPD hours, click on the '+' icon on the top right of the '2013 CPD Hours & Declaration' page (indicated on screen shot below).



Step 6: In the section 'Add CPD hours' complete the details for the CPD event, those fields marked with '*' must be completed in order to save the CPD event

Step 7: You can, if you wish, attach supporting evidence of attendance at the event in question to your CPD record.

To do this, you must have first saved the supporting document into a file. Click on 'browse' at the bottom of the 'Add CPD hours' section and go to the file in which you have saved the supporting document.

Click on the supporting document and then on 'open'. The supporting document is then attached to your CPD record of the event.

Step 8: If you have no other CPD event to record, click on the save button **H** (i.e. the last icon on the top right of the 'Add CPD hours' section)

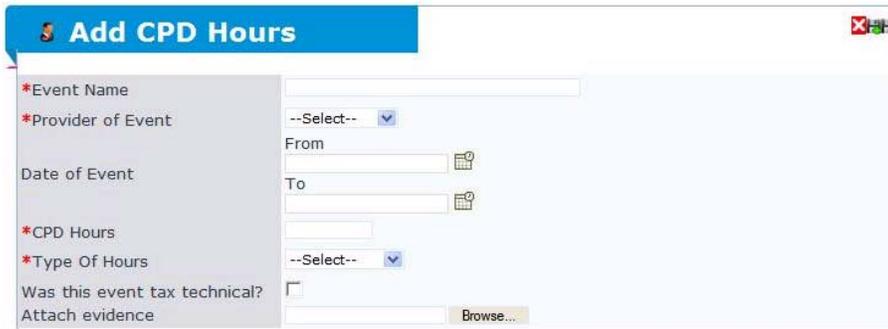
Or

If you wish to add other CPD events to your CPD record, click on the save button with the '+' **H** (i.e. the second icon on the top right of the 'Add CPD hours' section)

Or

If you do not wish to save the CPD event details you have entered, click on 'X' **X** (i.e. the first icon on the top right of the 'Add CPD hours' section) to exit this section without saving your changes.

(The arrow in the screen shot below indicates the location of the icons referred to in Step 8).



The screenshot shows a web form titled "Add CPD Hours". The form has a blue header bar with the title and a close button. Below the header, there are several input fields and dropdown menus. A red arrow points from the text above to the top right corner of the form, where there are small icons for help, refresh, and close.

Add CPD Hours

*Event Name

*Provider of Event --Select--

Date of Event

From

To

*CPD Hours

*Type Of Hours --Select--

Was this event tax technical?

Attach evidence

Step 9: If you wish to ensure your minimum CPD requirements under the Institute's CPD scheme have been captured in your online record, remember the total CPD requirements annually are as follows:

AITI/ FITI members	Structured 20 hours (15 tax technical)	Unstructured 30 hours (22.5 tax technical)
TMITI members	Structured 10 hours (7.5 tax technical)	Unstructured 15 hours (11.25 tax technical)