ONLINE CPD REPORTING INSTRUCTIONS

Sign-in
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INSTRUCTIONS

i. Sign-in – click here to access the member site, which will bring you directly to the log-in page.

  a. Enter your Log-in ID.
     i. Your Log-in ID is your 6-digit CICA number without the C.

  b. Enter your Password
     i. If you have logged into the member site previously in order to pay your fees or to register for PD, you can simply enter the same password and you will be able to enter the CPD reporting site.

If You Have Never Logged in to CPD or Member Site:

You will need to set your password by clicking on “Create/Reset My Password”. Please enter your preferred email address that you use to receive emails from ICANS. You will then receive an email prompting you to create a new password.

As indicated, click one of the links in the email to set up your password. There will be a prompt to enter the password and then confirm it.

Once you have created your new password, go back to the login in page, enter your 6-digit ID number and the password you just created. You should now be logged in.

ii. Select Year - Your record is maintained by calendar year. The system automatically defaults to the current reporting year.
a. Using the drop down list, select the calendar year which you wish to view and click the “Proceed to CPD Information and Declaration for the Above Year” button.

iii. **Summary Page functionality** - You are now at the Summary Page for the year selected. From this page you will be able to perform the following functions:

a. **Review hours previously reported.** After clicking the “hours previously reported” button you will be able to review any completed ICANS’ activities as well as any other PD activities you have previously recorded.

b. **Report new hours.** After clicking the “report new hours or exemptions” button you must select option #1 “Reporting CPD Hours for Current Year”. This functionality asks you to identify the type of hours as verifiable or non-verifiable and thereafter prompts to record your information using drop-down boxes or otherwise.

You may continue adding courses of a similar type. If you need to change the type from verifiable to non-verifiable or vice versa, you have to go back to the Summary Page and click the “report new hours or exemptions” button again.

*Note: In order to meet the PD Committee’s documentation requirements for PD Logs, appropriate details must be recorded. (See Bulletin # 3 for further information.)*

c. **Submit Annual Declaration.** Submitting the Annual Declaration satisfies the By-Law 70 requirement relating to the completion and filing of a PD report.

After clicking the “declaration” button you can submit your Annual Declaration. The declaration which you make is worded as follows:

“During the [ 20XX] calendar year, I have completed the professional development activities and hours as declared, in accordance with By-Law 70.”

In situations where you have not met the minimum requirements, you will be given a message advising you of this fact. If you wish to proceed you must hit the “CPD Incomplete” button. The Annual Declaration which you make is worded as follows:

“During the [20XX] calendar year, I have completed the professional development activities and hours as declared.”

If you have not met the minimum requirements and you wish to request an exemption (relief), do not submit your Annual Declaration using this method. Instead, you should use the “report new hours or exemptions” button – see next section.
d. **Request an exemption (relief).** To request an exemption click the “report new hours or exemptions” button. You are given the option of selecting one of the following:

i. Request Inactive Class Exemption

ii. Request Temporary Leave Waiver*

iii. Request Extraordinary Circumstances Waiver

In each situation you will be prompted to complete additional information in support of your request.

*Note: *This selection is also used to request an extension to an Extended Temporary Leave waiver. (See Bulletin # 4 for further information.)*

At the time of submitting your request for relief, you will also be submitting your Annual Declaration in relation to the PD activities and hours undertaken in that year. Submitting this Annual Declaration satisfies the By-Law 70 requirement related to the completion and filing of a PD report.

*Note: When a request for relief is submitted, the system functionality updates your recorded hours by inserting the equivalent of 1 year’s minimum requirements, being a total of 40 hours (20 of which are classified as verifiable and 20 of which are classified as non-verifiable).*

*After your request has been considered by the PD Committee, your electronic record will be adjusted as may be required to reflect the PD Committee’s decision.*

e. **Amending hours.** Once you have submitted your Annual Declaration, you cannot add, change or delete any activities / hours previously reported in that year.

*Exception: In cases where a member has filed a declaration using the “CPD Incomplete” functionality, the member does have the opportunity to record additional activities/hours; however, the member must resubmit the Annual Declaration once the annual requirement is met.*

*Note: In situations where additional hours are reported, an automatic notification is forwarded to ICANS.*

If you wish to amend previously reported information, you must delete the entry in its entirety and, if applicable, re-enter the correct information using the “report new hours or exemptions” functionality. For purposes of deleting any entry, click on the “deleting previously reported hours” button.
Note: You are not able to delete or otherwise change any ICANS activities / hours as recorded by ICANS.

Please note that the functionality allows you to print the details of your reported hours; otherwise you can use your browser print functionality to print any particular page.

iv. **Summary Page information** – The Summary Page contains the following summary information in relation to the calendar year selected as well as current 3 year cycle:

- An indication if you have completed the Annual Requirement for that year.
- An indication if you have filed your Annual Declaration (PD Report) for that year.
- The Total Annual Requirement for that year.
- A summary of your reported hours for that year, broken down between Verifiable and Unverifiable.
- Any deficiency balance.

If you have any questions concerning the CPD requirements or how to report your hours online, please contact [Danielle Roode, Membership Registrar](mailto: membership@icans.org).

**TIPS**

If you intend to use the online functionality as your required CPD log, you must record each single item. If you do not wish it to be your log and simply wish to record each of your total verifiable and non-verifiable hours, this can be done as two entries.

- Select “reporting new hours or exemptions” from the menu.
- Select “Reporting CPD Hours for Current Year”
- Select ‘yes” or “no” to the question “Are these hours verifiable?”
- Once you get to the drop down menus, select the appropriate category for each
- In the Title/Description box, enter “Verifiable Hours” or “Unverifiable Hours” accordingly.
- Enter the start and end dates
- Enter the number of hours and submit

**Entering the Date of an Activity**

- If you do not wish to use the scrollable calendar function, you can enter the start and end dates manually. Simply enter the date in the format as indicated (mm/dd/yyyy).