

Guide to declaring your CPD in My Pages

This process only takes a few minutes and allows you to capture all the necessary information you need to let IfL know for your CPD declaration.

If you wish to declare your CPD in your Members Area instead of through REfLECT then once you have logged in or followed the link from your declaration email, simply choose the second link as shown below.

The screenshot shows the IfL website navigation menu with 'Membership' selected. The main content area is titled 'Online declaration of Continuing Professional Development (CPD)'. On the right, a member profile box displays: Member name: Grahám, Member number: AB, Member Grade: Fellow, Member since: 11-11-2008, Renewed until: March 2011. The main text is under the heading 'REfLECT User' and explains that as a REfLECT user, one can declare CPD through REfLECT. Two links are provided: 'Yes, take me to REfLECT' and 'No, I would like to complete my declaration here', with a red arrow pointing to the latter. A note at the bottom states: 'Please note your CPD can only be declared once, either through REfLECT or by using this MyPages form.' The left sidebar contains various navigation links including Welcome Page, Dashboard, Personal Details, Contact Details, Login Details, Employment Details, Qualifications, Address, Subscription Details, Professional Formation, CPD, Members' Area, Mailing Options, REfLECT, and Logout.

Clicking this link will take you through to the first step of the process where all you need to do is accept the terms of the CPD guidelines before clicking the NEXT button

The screenshot shows the 'Step 1: Your continuing professional development (CPD) declaration' page. The member profile box on the right is identical to the previous screenshot. The main text is under the heading 'Step 1: Your continuing professional development (CPD) declaration:' and contains the text: 'I confirm that to the best of my knowledge I have met my obligations according to the CPD guidelines and that I can produce evidence of my CPD for the year 2009-2010 by 31 August 2010'. Below this text is a checked checkbox and a blue 'Next' button, which is circled in red. The left sidebar navigation is partially visible, showing links up to 'Address'.

Now simply enter the details about your employment at the time of your CPD declaration, what contact hours you have and what subjects you teach.

Now we know how many hours you teach we can calculate the number of required hours needed for your declaration. This will be a minimum of 6 hours up to 30 hours depending on how many hours you chose above.

Finally – just tell us a little more to improve our understanding of your CPD and your dual professionalism.

About IfL	Membership	Careers and CPD	Get involved	IfL community
Welcome Page Dashboard Personal Details Contact Details Login Details Employment Details Qualifications Address Subscription Details Professional Formation CPD Members' Area Mailing Options REFLECT Logout	<h3>Online declaration of continuing professional development (CPD)</h3> <p>Step 4: The following questions will be used to develop a better understanding of IfL members' CPD</p> <p>Has your CPD been shared with any of your colleagues? <input type="button" value="Yes"/></p> <p>Have you shared your CPD hours with your employer? <input type="button" value="Yes"/></p> <hr/> <p>What number of your CPD hours were in the following CPD areas? IfL are aware that the combination of the following may be more or less than the actual completed CPD hours for this period.</p> <p>Teaching and learning <input type="text" value="20"/></p> <p>Subject specialism <input type="text" value="10"/></p> <p>Institutional work context <input type="text" value="6"/></p> <p><input type="button" value="Back"/> <input type="button" value="Next"/></p>		<p>Member name: Grahán [redacted] Member number: AB [redacted] Member Grade: Fellow Member since: 11-11-2008 Renewed until: March 2011</p>	

Following this step, you will be provided with a summary of all the information you have provided to us, so once you are happy that this is all correct you are done!