Continuing Professional Development (CPD) - FAQ

1. What is CPD?

Answer:
Continuing Professional Development (CPD) is the process of tracking and documenting the skills, knowledge, and experience that professionals gain beyond their initial training. It's essential for maintaining and enhancing professional competencies throughout one's career.

---

2. Why is CPD important?

Answer:
CPD ensures that professionals remain competent in their professions. It's an ongoing process that helps you maintain, improve, and broaden your knowledge, skills, and expertise in your field. And helps with your License renewal.

---

3. How do I submit a CPD application?

Answer:
To submit a CPD application, please follow these steps:

1. Complete the CPD activity details and ensure all required documentation is attached. (Minutes of Meeting, Program Brochure, Needs Analysis) – All documents are available to be downloaded in our Resources page in Cloud CME

2. Submit the application via the CloudCME applications page.

3. Applications are reviewed within 8-10 weeks. Start date of your Activity should be not less than 8 weeks from the date of your submission.

---

4. How are CPD credits calculated?

Answer:
CPD credits are generally calculated based on the time spent participating in a professional development activity. For example, one hour of participation typically equals one CPD credit. Please refer to the DHP guidelines for specific credit allocations.

---

5. Can I modify submitted attendance or participation records?

Answer:
No, once submitted, attendance records cannot be modified in accordance with DHP's guidelines. It's important to ensure that attendance is accurately documented before submission.

---

6. How do I check the status of my CPD application?

Answer:
You can check the status of your CPD application by logging into the [CPD applications portal](#) and navigating to the "Comments" section. You will receive updates via email once your application is reviewed and approved. Or if the Committee needs more information.

---

7. What is the timeline for CPD approval?

Answer:
CPD applications are usually processed within 8-10 weeks. If additional information is required, you will be notified, and processing may take longer.

---

8. Can international CPD activities be accredited?

Answer:
Yes, international CPD activities can be accredited if they are offered by one of the accepted international bodies recognized by DHP.

---

9. Can I claim CPD credits for self-directed learning?

Answer:
Yes, self-directed learning such as reading journals or researching new developments in your field may be eligible for CPD credits under Category 2, depending on the nature of the learning activity. You will need to provide evidence of the learning outcomes when submitting your claim.

---

10. How do I record CPD activities?

Answer:
From January 7, 2024, recording of CPD activities is done by the CPD provider (CPD Office). Be sure to update your details on your [CloudCME](#) account such as your QID and

License #. Verification of attendance by admins takes 5-7 days. We submit the attendance from Admins within 2-3 days to DHP. You will then receive an email from DHP to complete a short survey on your DHP portfolio to claim your credit.

---

11. Who should I contact for more information about CPD?

Answer:
For more information, please contact the CPD office at cpd@sidra.org. We are happy to assist with any questions or concerns you may have.

---

12. Where can I find CPD guidelines and documentation?

Answer:
All CPD guidelines and related documents can be found on our [Resources page](#) in CloudCME. We encourage professionals to review these documents to stay informed about the latest CPD requirements and processes.