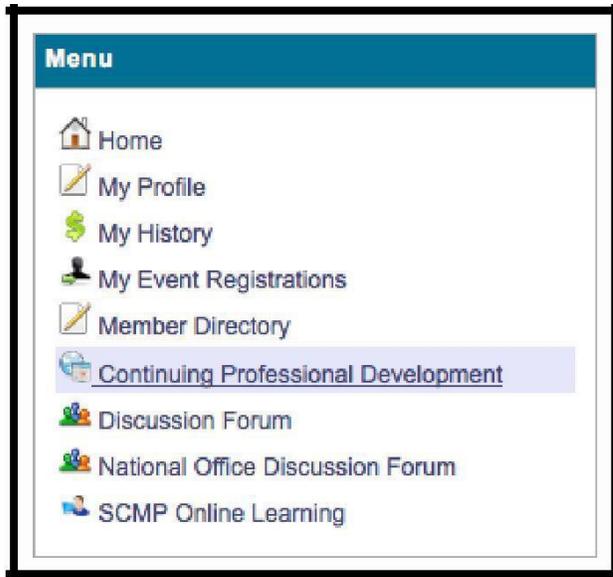## Viewing and Updating Your Continuing Professional Development (CPD) Activities

Sign in to the SCMA Member Portal and click **Continuing Professional Development** from the Menu options listed on the left side of the screen.
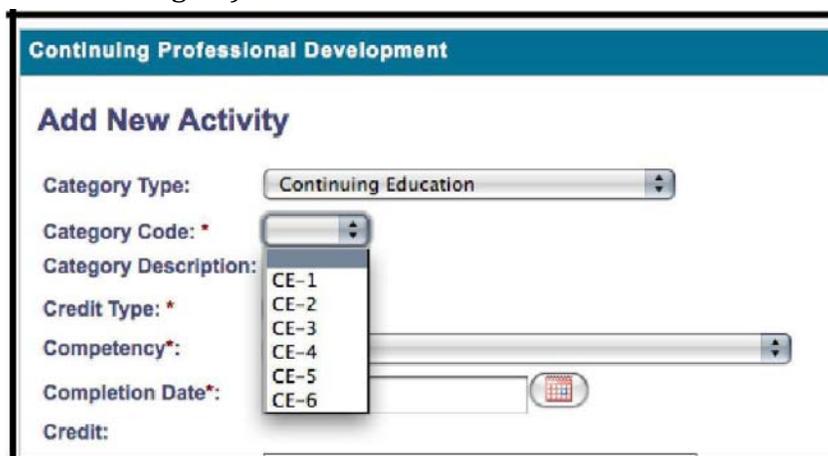

You can view a list of your existing CPD activities in the top section of the page.

To add a new activity to your record, fill in the fields under Add New Activity (fields marked with a red asterisk [*] are mandatory). Please refer to the CPD Maintenance Procedure Manual when selecting the **Category Type, Category Code**, and **Competency** for your activity. You can contact your provincial SCMA institute to get a copy of the manual if you don't already have one.

To add a new activity to your CPD records:

1. Select the appropriate **Category Type** from the drop-down menu. This will auto-filter the available options in the Category Code drop-down menu.

2. Select the appropriate **Category Code**. Please note that the system can sometimes take a few moments to update this drop-down menu so that it displays only the

corresponding list of codes for the Category Type you selected. (Please be patient while it is doing so.)

Choosing a code will (a) auto-fill the corresponding Category Description (again, there may be a short delay, please be patient), and (b) provide the corresponding drop-down menu of **Credit Type** options.

3. Select the appropriate **Credit Type** for the activity. Note that this selection will auto-fill the corresponding credit number-value below.
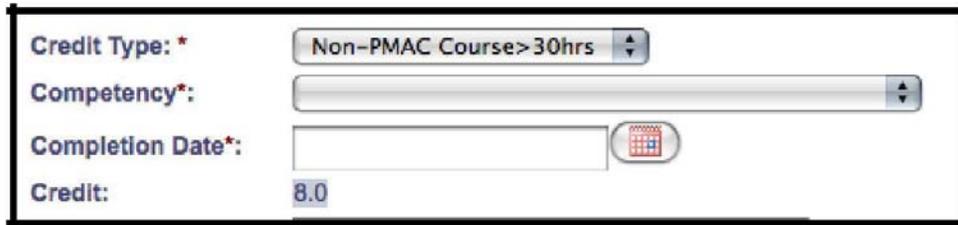

4. Select the appropriate **Competency** from the drop-down menu.

5. Use the calendar icon to enter the **Completion Date** of the activity.

6. In the **Comment** text box, provide the location (venue, institution, etc.) of the activity.

7. In the **Description** text box, include any other relevant information about the activity. For example, you can provide details about the article published for an

Instruction and Publication (IP) activity, or an event attended for a Professional and Community Leadership (PS) activity.
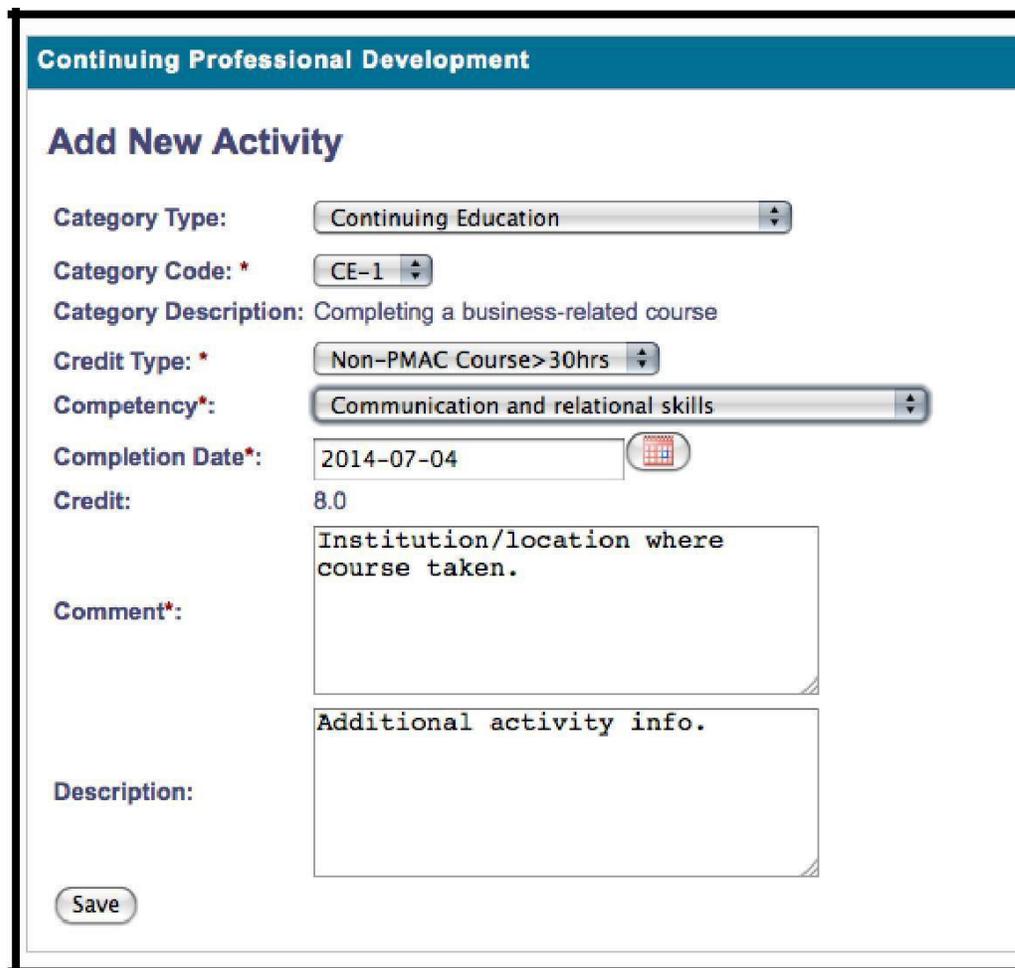
8. Click the **Save** button. At the top of the Your Activities section, you will see a green checkmark and confirmation message that "Your activity has been added successfully."
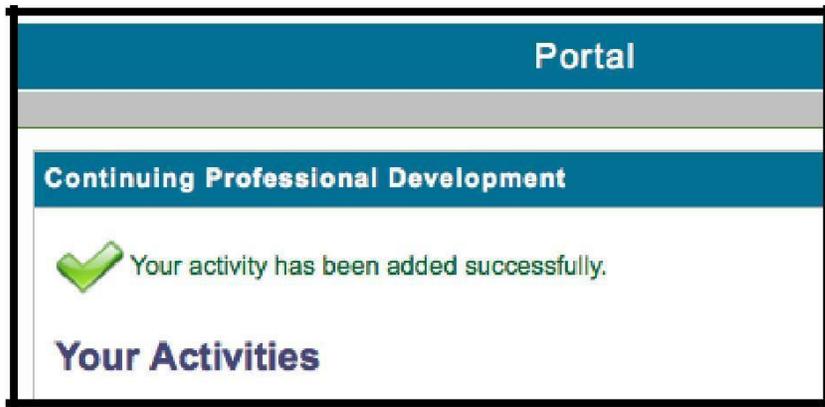
*Please note that the CPD activity submission is based on the honour system, so no supporting documentation is required at the time an activity is added. However, submissions may be subject to audits, in which case you may be required to produce supporting documents for activity approval. Therefore, please keep these documents for one full year following the end of your 3-year cycle.