Guide to Reporting Your CPD Hours on the CICC Portal

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Step 1: Sign in to the CICC Portal

Step 2: Choose "Ongoing Education" from the top menu

Step 3: Choose "Continue CPD Learning Log" under the menu of "Continuing Professional Development"

Step 4: Choose "Select Activity" and enter the title of the activity title as shown by the CPD providers, then "Find".

Select the one you wish from the search results.

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Step 5: The "Hours Completed" will show automatically. Pick your completion date. Use "Add Another" to add more.

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