

PeopleCert

 Keep your  
Certifications  
Current  
through  
CPD



# Introduction

**Welcome to the essential guide on maintaining your certification through Continuous Professional Development (CPD) points.**

Discover how PeopleCert Membership empowers you to stay ahead in your field, benefitting both individual career growth and organisational success.

## For Individuals

**CPD is your pathway to staying current with efficiency, and unlocking new career opportunities.**

PeopleCert Membership is our commitment to lifelong learning and professional excellence, equipping you with the tools and CPD opportunities you need to take your career to the next level and stand out among your peers!



# For Employers

## Invest in your team's professional development through CPD.

Did you know that **workplace training positively impacts your employees engagement?**

Investing in your team's professional development is a strategy that boosts motivation, retains talent, and sharpens internal processes. PeopleCert Membership provides **continuous learning opportunities and career development resources**, as well as the tools to streamline employee development processes.

## About PeopleCert Membership

### Become a PeopleCert Member and turn learning into a lifetime adventure!

Our programme is designed to support you on your learning journey, with industry news, best practice insights, articles, exam preparation materials, and webinars from subject-matter experts in your discipline. In addition, you can use your subscription to manage your certifications and digital badges and log CPD points.



# Getting Started

## Log CPD points to keep your certifications current.

CPD points can be logged against **3 different categories: Professional Experience, Professional Education, and Community.**

Examples of activities per category are outlined below:

Keep your Certification Current by gaining 20 points per year!*		
Professional Experience	Professional Education	Community
Professional practice: applying best practice in the workplace	PeopleCert certifications	Organising industry / best practice related events
Coaching colleagues in relation to best practice	Other certifications from PeopleCert Accredited Training Organisations	Contributing to community discussion forums
Mentoring individuals or groups to support their development	Other certifications from non-PeopleCert Accredited Training Organisations	Authoring thought leadership
Work shadowing colleagues in relation to best practice	Professional qualifications from awarding bodies	Attending industry events
<b>*A minimum of 5 points in this category is required</b>	In house training	Reading community discussion forums
	e-learning	Volunteering to share your knowledge and experience
	Reading relevant books, publications, research, white papers etc.	<b>A maximum of 15 points in this category is allowed</b>
	Engaging with podcasts and webinars	
	<b>A maximum of 15 points in this category is allowed</b>	

*\*To be eligible you must log 20 CPDs per year for 3 consecutive years.*

To review all of your certifications information such as renewal date or CPD status, log in to your candidate account and click on "My Certificates" tab.

# Are you eligible to log CPDs?

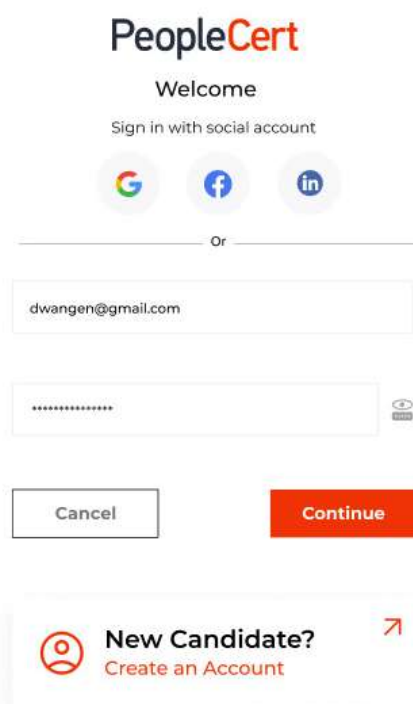
To unlock the ability to log CPD points, you need to be subscribed to the PeopleCert Plus plan.

Upgrade to our monthly or annual PeopleCert Plus plan to activate the CPD functionality in just a few simple steps! This upgrade offers you the full benefits of the PeopleCert Membership, enhancing your professional development journey.

## How to log your CPD Points

### Step 1

Log in your PeopleCert Plus account.



The screenshot shows the PeopleCert login interface. At the top, the PeopleCert logo is displayed, followed by the text 'Welcome' and 'Sign in with social account'. Below this are three circular icons for Google, Facebook, and LinkedIn. A horizontal line with the word 'Or' in the center separates the social login options from the email/password login section. The email field contains 'dwangen@gmail.com'. The password field is masked with asterisks and has a visibility toggle icon on the right. At the bottom of the login section are two buttons: 'Cancel' and 'Continue'. Below the login section is a link for 'New Candidate? Create an Account' with a right-pointing arrow icon.



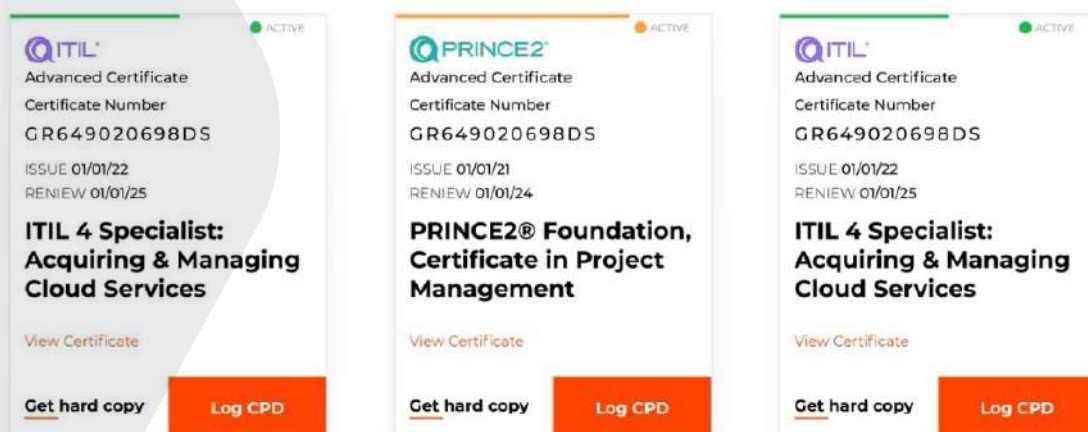
## Step 2: View your certifications' status

Click on "My Certificate" to view your certifications and check their status (Active or Not Current).

Here's what the colours you see mean:

- › **Green** indicates that your certification is ACTIVE and you have already logged the 20 CPD points that is mandatory per year.
- › **Orange** indicates that your certification is ACTIVE but you need to log extra points in order to reach the mandatory 20 points per year.
- › **Grey** indicates that your certification is not current. You have to log 20 CPD points that is mandatory per year.

The **length of the bar** depicts the time frame of a year.



## Step 3: Log your CPD points

3.1 Click on the orange "Log CPD" button, or access the CPD section from the menu bar.

Your certifications are **grouped per Product Suite** and the certifications within each Product Suite all share the **same renewal date**. By submitting enough CPD points to renew one of your certifications, **all the certifications under a Product Suite are also renewed** automatically.

The screenshot displays the 'MY CERTIFICATES' section of the PeopleCert+ user interface. At the top, there is a navigation bar with tabs for 'OVERVIEW', 'MY RESOURCES', 'MY CERTIFICATES', 'MY TRAININGS', and 'EXAM HISTORY'. Below the navigation bar, there is a 'Pick a topic' section with three options: 'Certifications', 'Digital Badges', and 'CPD'. The 'CPD' option is highlighted with an orange arrow. Below this, there is a large orange banner for 'PeopleCert+' with the text 'Give your employees access to the latest best practices' and a right-pointing arrow. Underneath the banner, there is a section titled 'Complete your profile' with a sub-header 'Complete your profile' and a button labeled 'Complete your profile'. Below this, there is a section titled 'CPD Points' with a sub-header 'CPD Points' and a paragraph of placeholder text. At the bottom, there is a list of three product suites: 'Project, Programme & Portfolio Management', 'ITL4', and 'AgileSHIFT', each with a plus sign in a circle to its right.

Before you we have a

Pick a topic

- Certifications
- Digital Badges
- CPD

**PeopleCert+**  
Give your employees access to the latest best practices

**Complete your profile**

visit your profile page and completing your details to unlock exclusive benefits and tailored content just for you!

**Complete your profile**

**CPD Points**

Lorem ipsum dolor sit amet. Et consectetur quisquam nam pariatur porro id nostrum maiores eos sunt facere. Est quidem corrupti et internos aperiam aut setyi saepe ut harum aliquid est numquam eaque sed doloremque odio.

- Project, Programme & Portfolio Management
- ITL4
- AgileSHIFT



### 3.2 Choose the specific certification you want to update and log your points.

#### Certifications acquired

PRINCE2®  
GR649020698DS  
PRINCE2® Foundation

PRINCE2®  
GR649020698DS  
PRINCE2® Practitioner

Click on the "Add CPD" button.

01/10/21 - 01/10/22

01/04/22: Self-Study +05p

12/04/22: Professional Experience +15p

10/20

Year 2  
01/10/22 - 01/10/23

05/01/23: Community Participation +10p

Add CPD





### Type of CPD (mandatory):

Choose one of 3 the categories for each activity.

### Let's claim your CPD!

Type of CPD

Points I'm claiming\*

Completion Date\*

Description\*

What did you learn?\*

Upload any relevant files (optional)

File supported .jpg, .pdf & .png

By filling out this form and clicking Add CPD, you acknowledge our [privacy policy](#).

### Points I'm claiming (mandatory):

Within Professional Education and Community, **one point equates to one hour's worth of effort**. You can record a minimum of 30 minutes or 0.5 points, and a maximum of 15 hours or 15 points per activity. Take into consideration that each point is rounded (i.e. if you add 5.2 this will change to 5, 6.7 will change 7 etc.).

If you add **more points than required**, then this message will appear:

Points I'm claiming  
30

Please enter whole or half numbers, the maximum number you can input is 20 points



**Completion date (mandatory):**

For the five points of Professional Experience, you will need to list **five separate activities** that you undertook in your role related to the best practice knowledge gained in your certification, and that link to the skills and behaviours within your certification.

**Description (mandatory):**

Provide details of the activity for which you are logging your CPDs.

**What did you learn (mandatory):**

Free text for you to complete.

**Include an attachment (optional):**

Candidates can add multiple attachments for each activity in the following file formats: .jpg, .pdf & .png.




## Click Submit

- › If you need more CPD points to complete the year, then you will see the following:

You have logged 8 CPD points this year



 22.02.2023

PRACTITIONER

**Anil Whatsapp**

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Candidate number: Sree\_AnilWhatsapp  
Points logged: 8  
Overall points remaining: 12  
Professional Experience points left: 2 (These are obligatory and must be claimed by 13/12/2023)

- › When you reach **20 CPD points**, you will see the following message:

Congratulations! You have logged all CPD points for this year! 

22.02.2023

LEADER: DIGITAL AND IT STRATEGY

**Anil Whatsapp**

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Candidate number: Sree\_AnilWhatsapp  
Points logged: 50  
Overall points remaining: 0  
You have claimed all the Professional Experience points for this year.



## Review and edit your CPDs


You can review your past CPDs by clicking on your CPD submission at any time. You can edit or delete your past CPDs by clicking on the pencil icon next to each submission. Please note that you can only edit a CPD submission **within the current CPD period**.

### Edit your CPD Submission ✕

Points I'm claiming  
2 ?

Completion date  
📅 20/02/2023 ?

What did you learn?  
Test ?

  
Include an attachment

Cancel Delete Submit



For audit purposes, CPD submissions from previous years cannot be deleted.

**CPD activity for the past year:** Candidates can click on any entry to review their submitted activities. However, you will have no option to edit, as the form is locked.

Edit your CPD Submission

Points for claiming  
5

Completion date  
25/01/2022

What did you learn?  
test1

Include an attachment

For audit purposes, CPD submissions from previous years cannot be deleted

Office Dictation

Cancel Submit

Thank you for considering PeopleCert Membership for your professional growth and we hope that this guide has been useful to support your CPD journey.

Our team is available 24/7/365 and ready to assist you with any further inquiries at [customerservice@peoplecert.org](mailto:customerservice@peoplecert.org).

We're excited to be a part of your learning journey and look forward to helping you achieve your career goals!

[peoplecert.org](https://peoplecert.org)



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