The following user guide provides guidance on how to record your CPD using the [ICE CPD online tool](#).

Please note that you may wish to view this document online or print a colour copy to see the effect of the screenshots more clearly.
Key Information

Security of tool

Your online records are automatically backed-up on the ICE web server, so no records stored using the online tool will be lost. As the CPD online tool is accessed via your MyICE account you and you alone have access to the tool and your records. It is recommended that you use the online CPD tool at the start of your CPD year. However, the tool is available for use at any time.

Getting Started

The Online CPD Tool is available to registered users who are logged in to the MyICE section of the website. By selecting My Career Tools and then CPD, users are taken to the initial set up and selection page.

Importing CPD records

Please note that, if you have been keeping your records in Word or Excel format using Appendix A of the CPD guidance document, unfortunately at present there is no way of uploading your records to the CPD online tool by importing them directly.
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1. Introduction

The ICE Online CPD Tool provides a simple and effective means of planning, recording, reviewing and publishing your Continuing Professional Development (CPD). It satisfies the requirements of the CPD guidance document and can be used to submit annual returns to ICE and elsewhere.

The CPD Online tool refers to planning your development - the Development Action Plan (DAP) as Objectives and the recording of the development -the Personal Development Record (PDR) as Activities.

The CPD Online tool enables the user to set a series of Objectives and then record Activities as they occur against each Objective. The publish function enables complete CPD records (i.e. both the DAP and PDR) to be printed, in the same format as set out in the CPD guidance document.

2. Logging your CPD

Upon entering the online tool you will be presented with the window shown below:

3. Planning - Objectives

If you are using the tool for the first time or you want to add more Objectives, click on the ‘Add Objective’ button.

This takes you to the ‘Objective’ screen. A link to the CPD guidance document is available for more guidance on CPD requirements.
Enter the details of your Objective. Please note that all fields followed by the mention "required" are mandatory.

The underlined text has guidance, which is displayed when the cursor hovers over the text.

Once you have entered all the details, click on ‘Insert’. This will save your Objective and return you to the main screen.

Repeat this process for each Objective you wish to enter.

Note: We recommend that you set up an “Unplanned” or “Ad hoc” Objective to allow for the recording of unplanned CPD activities.

4. Recording – Activities

The next stage is to record Activities against each of your Objectives. Please select the icon under Options (see below).
This takes you to the ‘Activity’ page where you can enter details of the Activity. If you have completed the Activity (e.g. training course completed) you can mark it as Complete.

Remember to use the ‘Unplanned’ or ‘Ad Hoc’ Objective to record any unplanned Activities that you undertake.

**Continuing Professional Development**

**To submit a new record, please complete all the fields below.**

You can update objectives and records at any time, however if an objective changes significantly, insert a new record against the objective indicating where your aim has changed and add a new objective.

**Development Activity**

<table>
<thead>
<tr>
<th>Objective</th>
<th>ICE test objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Activity (required):</td>
<td>Select...</td>
</tr>
<tr>
<td>Title (required):</td>
<td></td>
</tr>
<tr>
<td>Activity Reference:</td>
<td>egD01 - C5</td>
</tr>
<tr>
<td>Details of CPD Activity (required):</td>
<td></td>
</tr>
</tbody>
</table>

When you have entered all the details for an Activity, click on the ‘Submit’ button.

Details of the Activity you just saved are then shown, along with options to Delete, Edit or attach or review documents linked to it. If you are happy with the information displayed, click on the ‘Back’ button.

This takes you back to the main screen listing your Objectives.
5. Reviewing – Marking Objectives as Complete

Periodically throughout the year, or as a minimum at the end of the CPD period, you should review your Objectives and the Activities linked to them, to monitor your progress and determine if they are complete.

To review an Objective, click on the name of the relevant one in the main screen. This opens that Objective. To edit it, click on the ‘Edit’ button at the bottom of the page.

Changes can then be made or the Objective can be marked as complete, by checking the ‘Complete’ tick box at the bottom of the page.

Once you have made all the necessary changes or marked the Objective as ‘Completed’, click on ‘Update’. This takes you back to the main screen.

A completed Objective is now shaded a light green colour.
If you have set an Objective which you cannot complete for any number of reasons – e.g. because you change your role, priorities change or anything else, you can **archive** it, by ticking the “Archived” box.

An archived Objective is now shaded a light blue colour.

<table>
<thead>
<tr>
<th>Objective</th>
<th>Date From</th>
<th>Activities</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICE test objective</td>
<td>11/02/2016</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

It will stay on your CPD record and you can complete it any time in the future.

### 6. Sort Objectives

You can sort your Objectives either by ‘Objective’ name or by ‘Date From’.

To sort by date, please click on the ‘Date From’ heading or to sort your Objectives alphabetically please click on the ‘Objective’ heading. Clicking once on either heading will sort the data from newest to oldest or alphabetically from A to Z. Clicking on either heading a second time will reverse the ordering, so oldest or z first.

**Please note that every time you navigate away from the page, the sort will be lost and will revert back to the original order.**

### 7. Deleting an Objective

To delete an Objective simply press the delete button under the ‘Options’ heading.

**Please note that you can only delete one Objective at a time. Deleting an Objective will**
remove all of the Activities associated with it.

You will be asked to confirm that you want to delete the Objective, as well as Activities and supporting documents:

<table>
<thead>
<tr>
<th>Objective</th>
<th>Date From</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICE test objective</td>
<td>11/02/2016</td>
<td></td>
</tr>
<tr>
<td>ICE test objective 2</td>
<td>08/02/2016</td>
<td></td>
</tr>
</tbody>
</table>

8. Deleting an Activity

To delete an Activity, open it by clicking on the Activity name. Then click on the ‘Delete’ button at the bottom of the page.

You will be asked to confirm that you want to delete the Activity and supporting documents.

If you have set an Activity which you cannot complete for any number of reasons – e.g. because you change your role, priorities change or anything else you can archive it.
It will stay on your CPD record and you can complete it any time in the future.

9. Producing your CPD record

You can produce a CPD record through the Search and download option under Content, on the right hand-side of the screen.

Your online CPD record is private. It is not visible to other members or third parties. ICE monitors the maintenance of online CPD records for statistical purposes, and can provide advice and support on request.

ICE is committed to providing high quality services to members. Please send any comments or suggestions to cpd@ice.org.uk.
This will generate a list of the Objectives and Activities. Check the tick box by each relevant Objective or to select all Objectives check the box in the title bar. Then click on ‘Publish’.

**CPD Search Results**

Please tick the relevant objectives that you want to publish

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You will be prompted to select either Word or Excel format.

Your CPD record will then be produced with the Development Action Plan (Objectives) at the top and the Personal Development Record (Activities) at the bottom.

To go back to the main screen, click on ‘Continuing Professional Development’ section of the...
following link at the top of the screen:

MyICE – Continuing Professional Development – CPD Search Results

10. Online CPD Tool questions

Can I import my CPD records from Word or Excel?

No, unfortunately you are not able to import records from Word or Excel into the online CPD system.

Can I access my CPD records offline?

You will need to have an internet connection to access the online CPD system via the MyICE section of our website. You are able to publish your record into Word or Excel and save them locally. However, remember that any edits made to these records will not be saved on the online system.

Where can I find out more information about CPD requirements?

Please review the CPD section of our website, or refer to the CPD guidance document.

Can I use submit my CPD records using the online system when making an application online?

No, unfortunately you are not currently able to submit your CPD records using the online system directly as part of another online application. You will need to export your records to Word or Excel, save them and then upload them as part of the online application process.