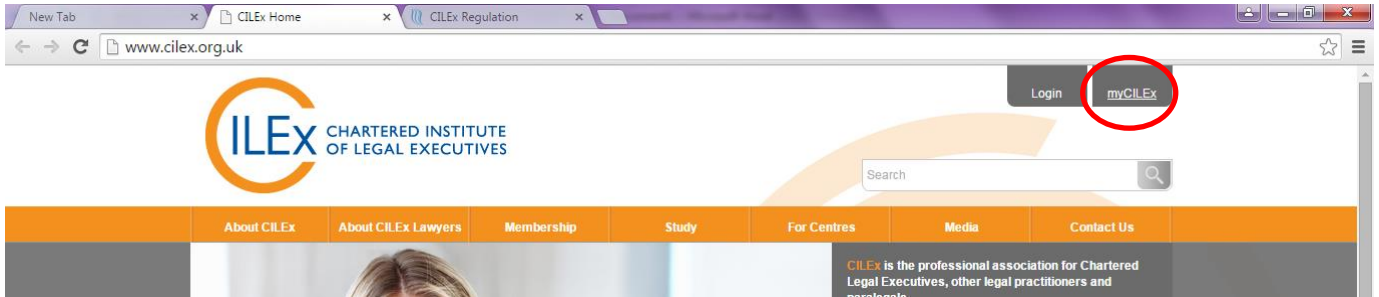
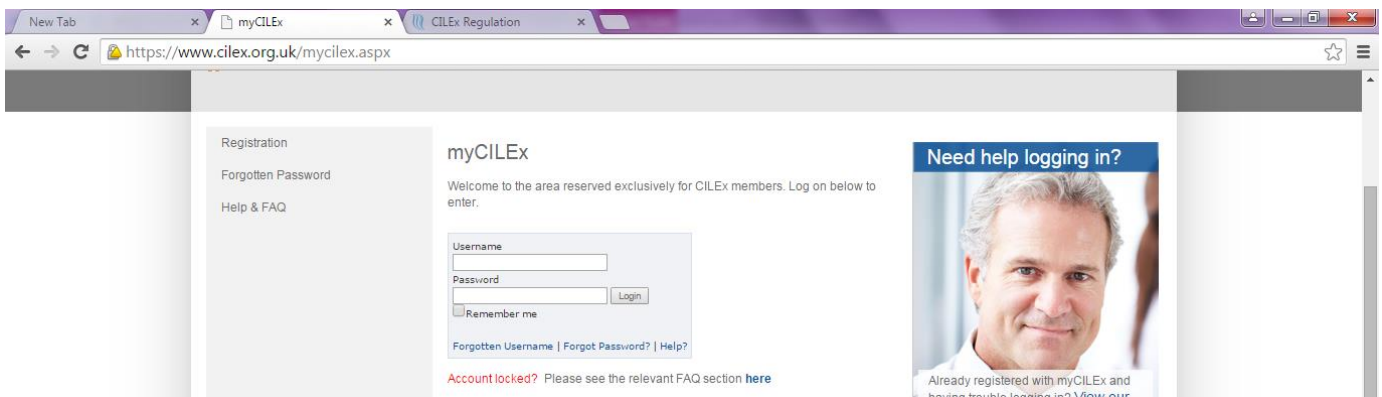


How to log CPD hours on your myCILEx account

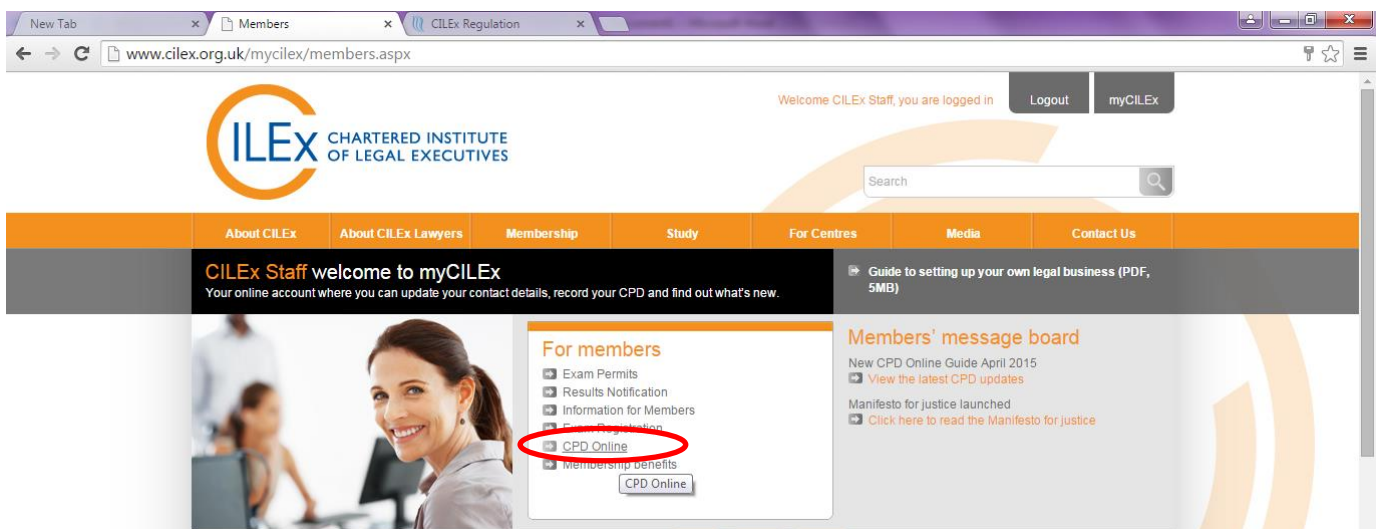
You need to go onto the CILEx website (www.cilex.org.uk) then select myCILEx in the top right hand corner.



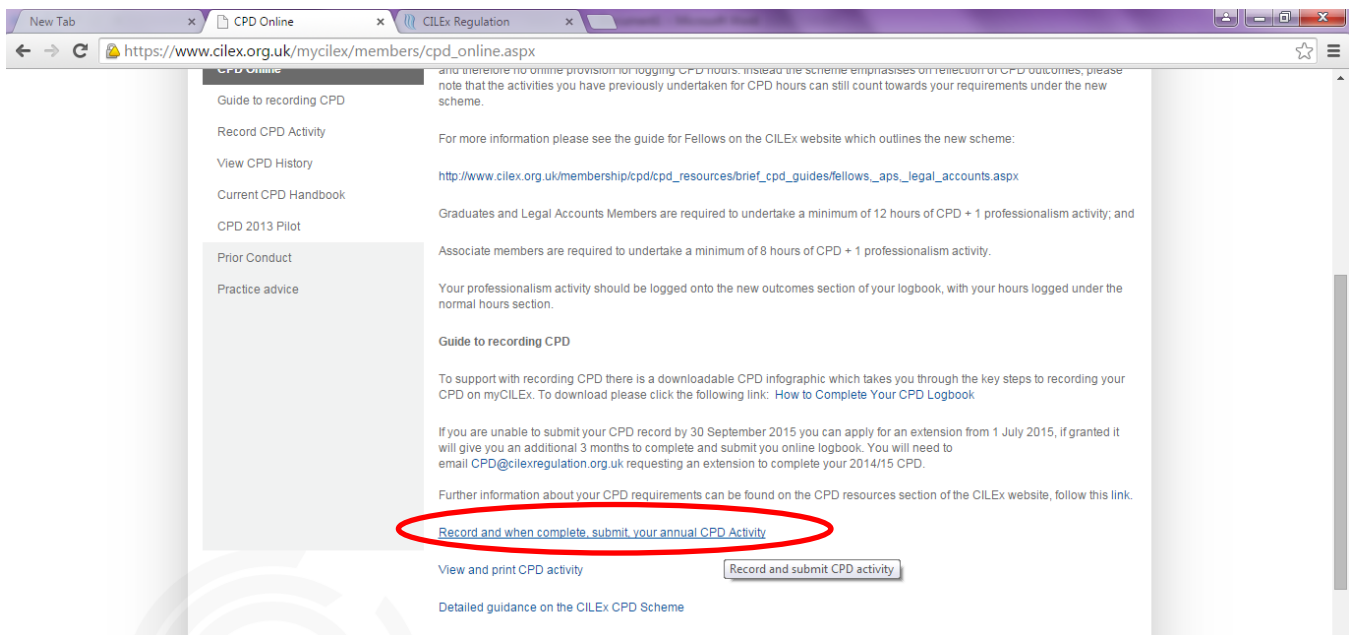
You will then be required to enter your myCILEx details.



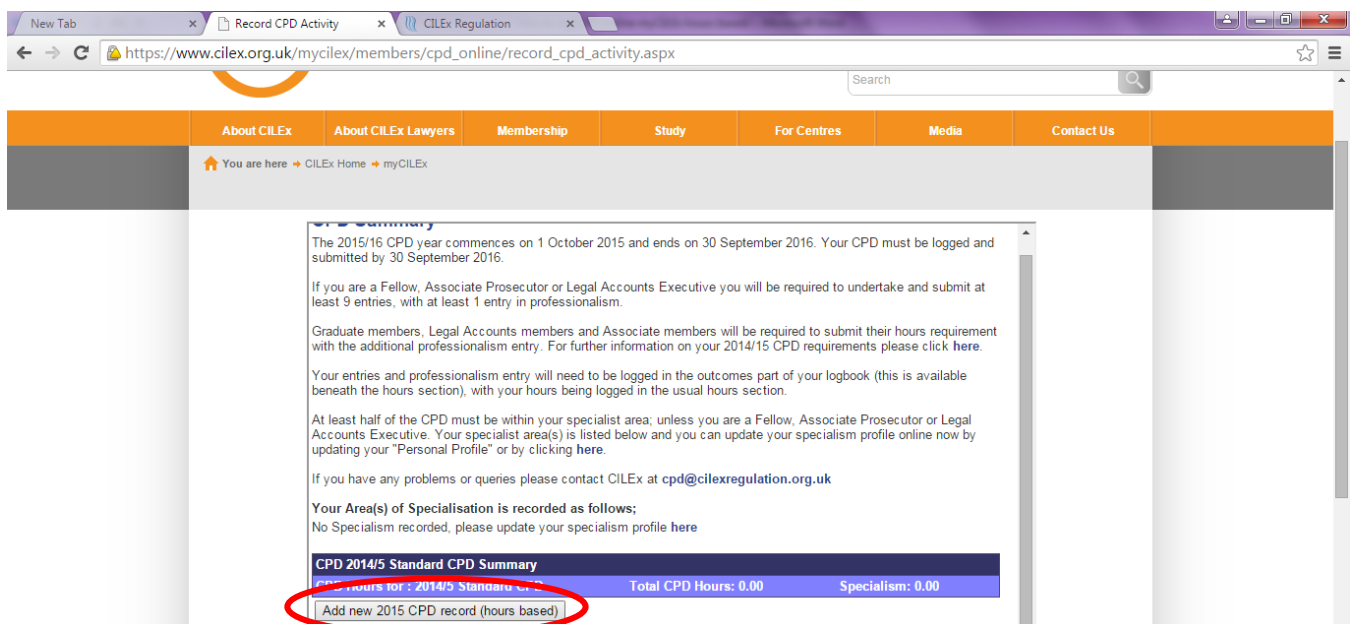
You will then need to select CPD online which can be found in the 'For members' box.

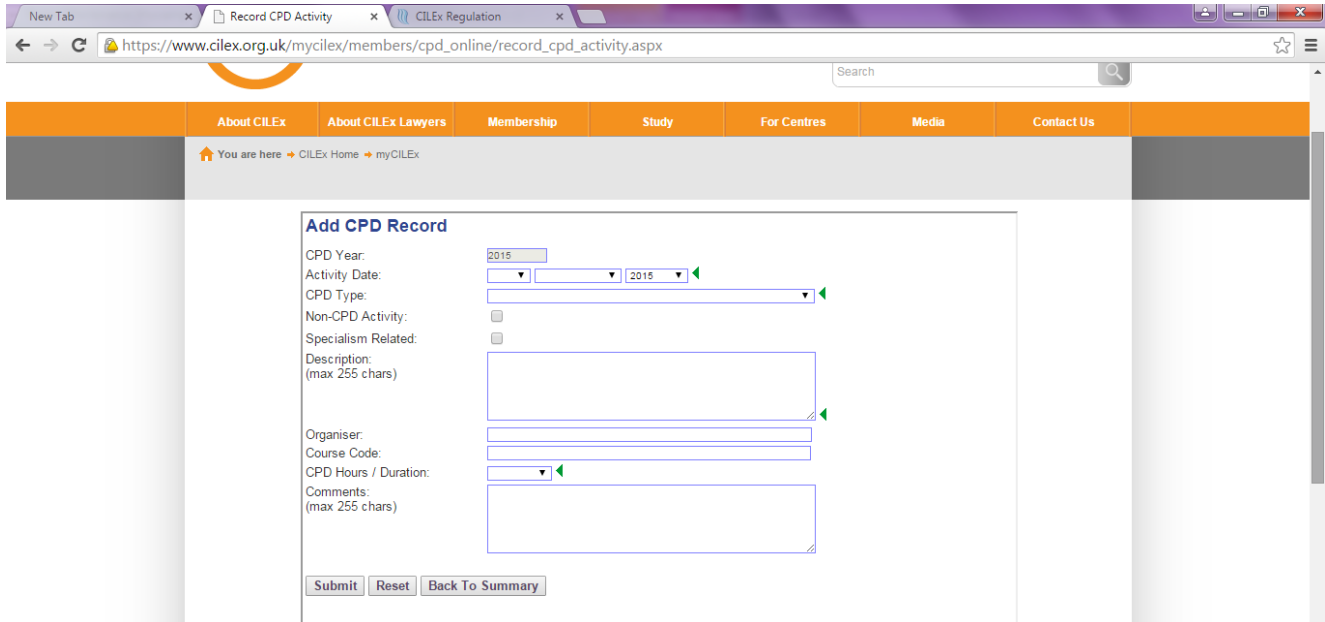


You will need to scroll down the page and select 'Record and when complete, submit your annual CPD Activity'



Once you have selected this the screen below will appear, you then need to select 'Add new hours based CPD record'





You will then be required to enter your CPD hours onto the system; you need to ensure that you enter the following for each section.

Activity date - The date which you completed the activity

CPD Type - You need to select from the drop down bar what activity you undertook

Non-CPD Activity - We suggest that members avoid selecting this option as any activity logged when this is ticked will not be counted toward the overall CPD hours, unless it is something that you wish to record but was not CPD

Specialism Related - If the activity falls within your specialist area of practice then you should tick this box

Description - Explain what the activity was, e.g. course title, subject studied, area of research etc.

Organiser – Details of the course provider (not a compulsory field)

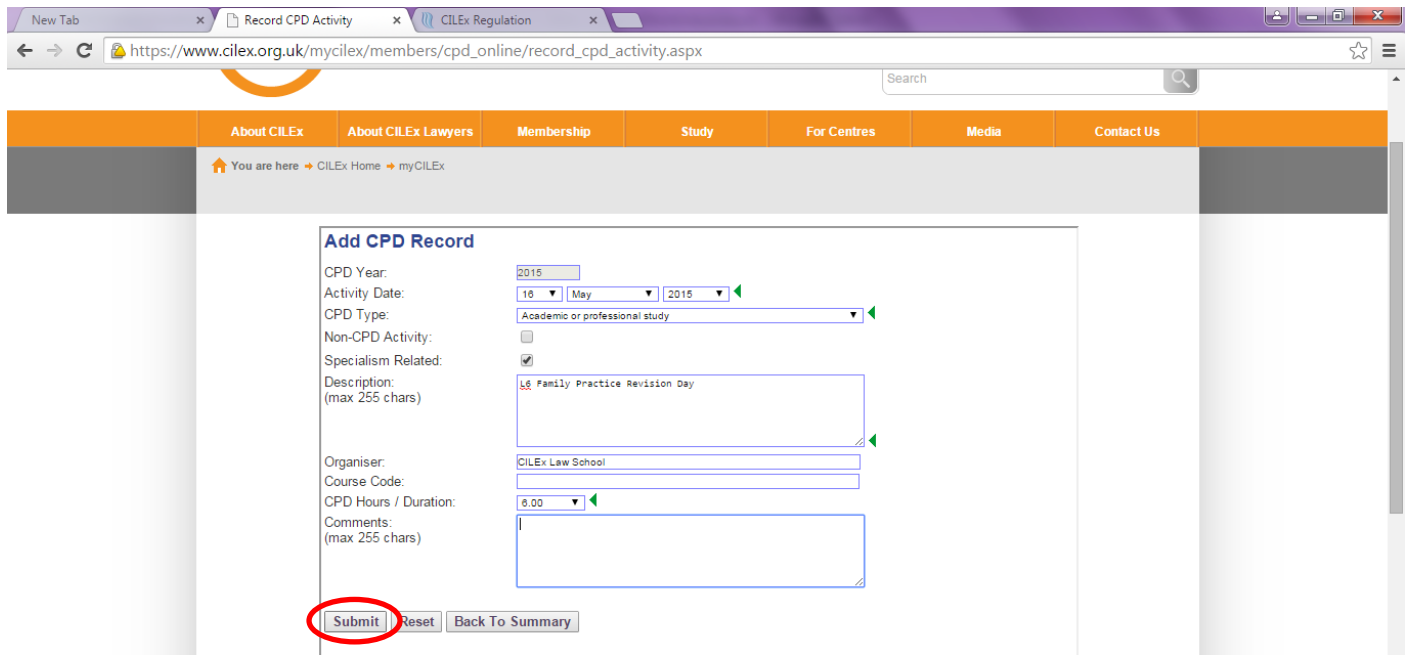
Course Code – Course reference (not a compulsory field)

CPD Hours/Duration - You need to select from the drop down bar how long the activity took (please note the system counts in half hours)

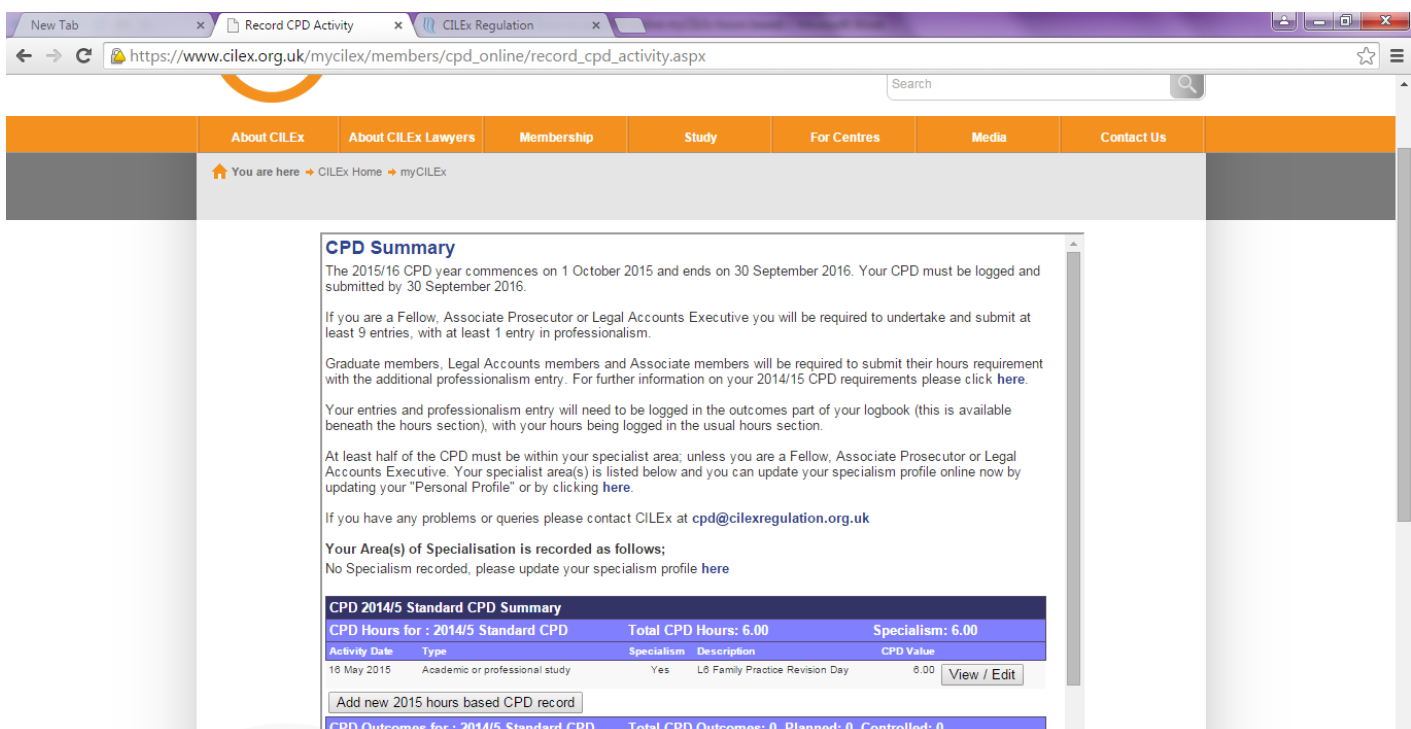
Comments - Any additional comments you would like to add can be logged in this section (not a compulsory field)

*Please ensure that you do not go over the character limit in each section; the character limit counts letters, spaces and punctuation.

Once you are happy with your hours entry you then need to press submit.



Once you have pressed submit it will take you back to the CPD summary page which gives you an overview of what you have already logged. You are then able to add your next CPD hours entry.



CPD Summary

The 2015/16 CPD year commences on 1 October 2015 and ends on 30 September 2016. Your CPD must be logged and submitted by 30 September 2016.

If you are a Fellow, Associate Prosecutor or Legal Accounts Executive you will be required to undertake and submit at least 9 entries, with at least 1 entry in professionalism.

Graduate members, Legal Accounts members and Associate members will be required to submit their hours requirement with the additional professionalism entry. For further information on your 2014/15 CPD requirements please click [here](#).

Your entries and professionalism entry will need to be logged in the outcomes part of your logbook (this is available beneath the hours section), with your hours being logged in the usual hours section.

At least half of the CPD must be within your specialist area; unless you are a Fellow, Associate Prosecutor or Legal Accounts Executive. Your specialist area(s) is listed below and you can update your specialism profile online now by updating your "Personal Profile" or by clicking [here](#).

If you have any problems or queries please contact CILEX at cpd@cilexregulation.org.uk

Your Area(s) of Specialisation is recorded as follows:
No Specialism recorded, please update your specialism profile [here](#)

| CPD 2014/5 Standard CPD Summary | | | | |
|-------------------------------------|--------------------------------|------------|---------------------------------|------------------|
| CPD Hours for : 2014/5 Standard CPD | | | Total CPD Hours: 6.00 | Specialism: 6.00 |
| Activity Date | Type | Specialism | Description | CPD Value |
| 10 May 2015 | Academic or professional study | Yes | L6 Family Practioe Revision Day | 6.00 |

[View / Edit](#)

[Add new 2015 hours based CPD record](#)

CPD Outcomes for : 2014/5 Standard CPD Total CPD Outcomes: 0 Planned: 0 Controlled: 0