How to log CPD outcomes on your myCILEx account
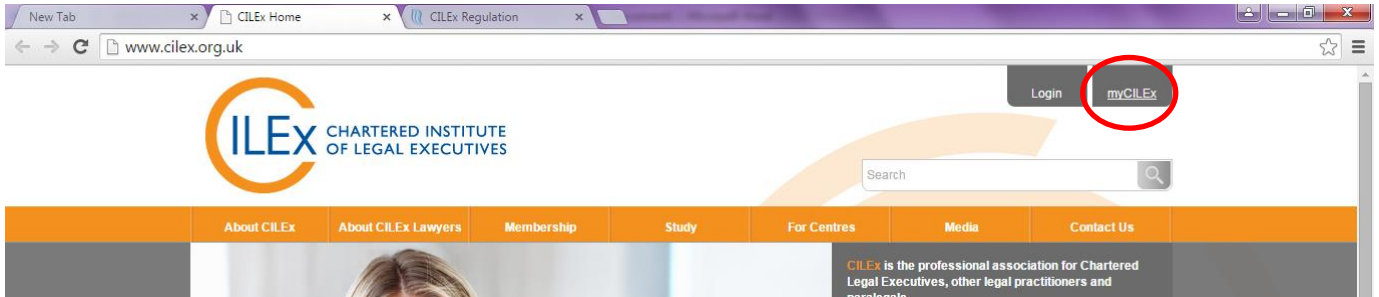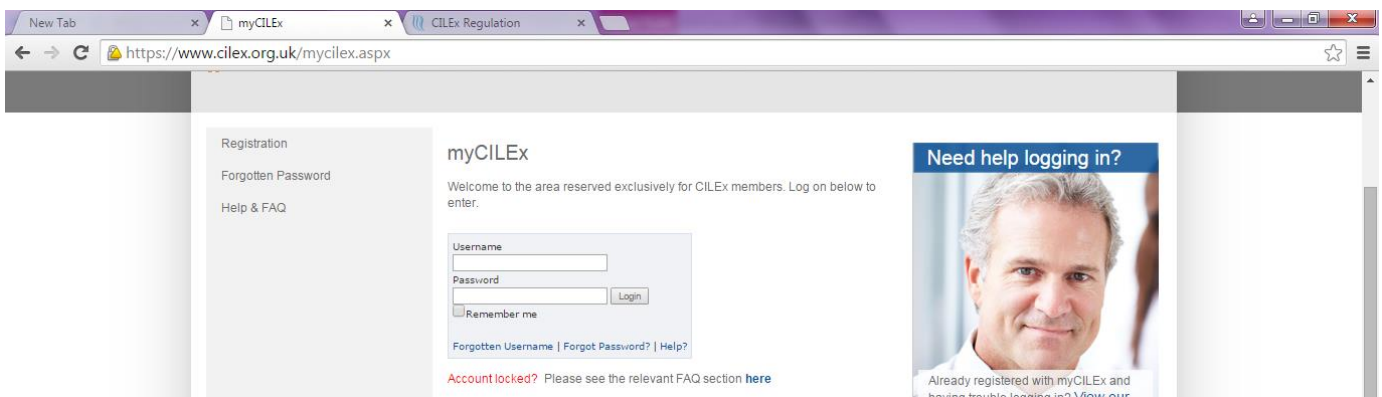
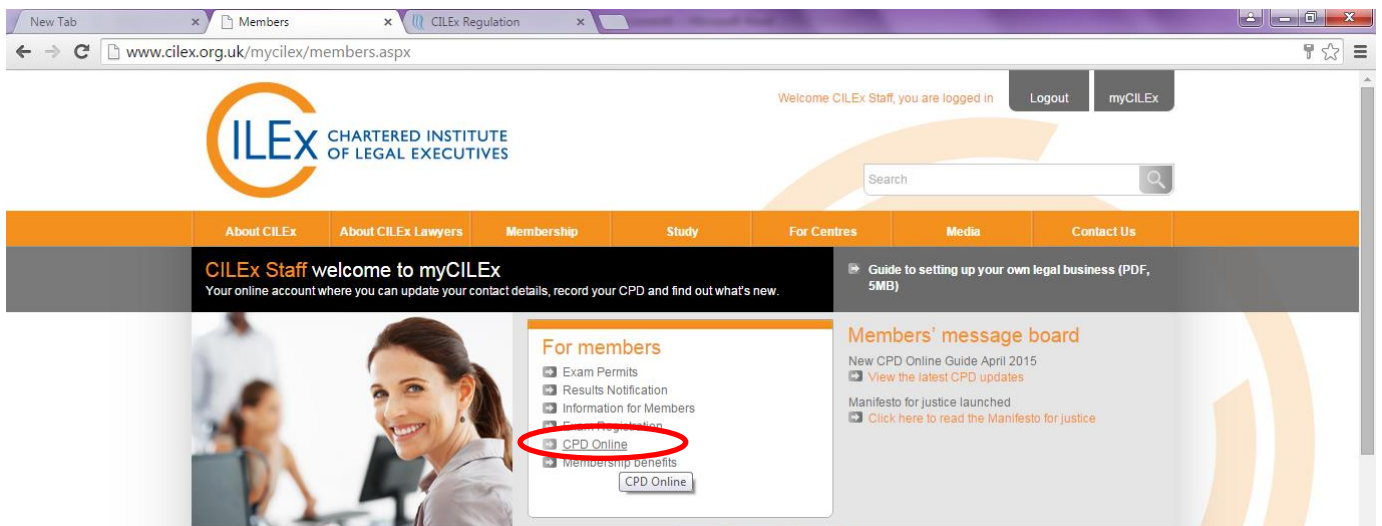You need to go onto the CILEx website (www.cilex.org.uk) then select myCILEx in the top right hand corner.
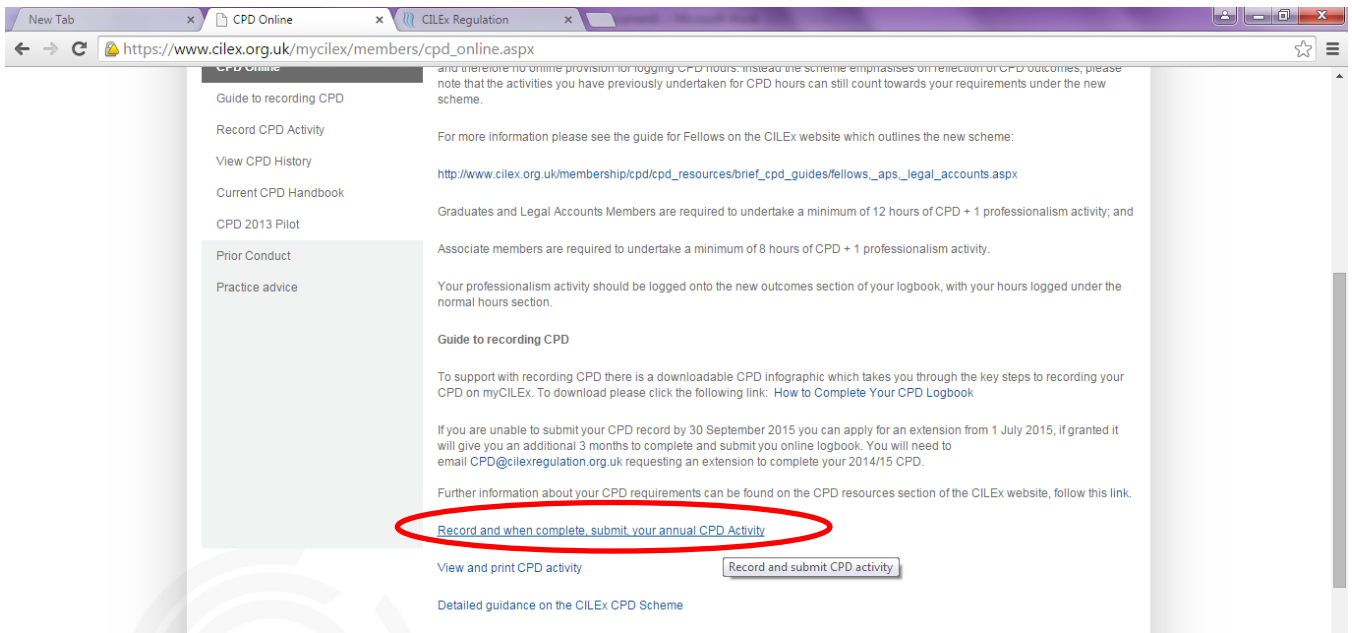

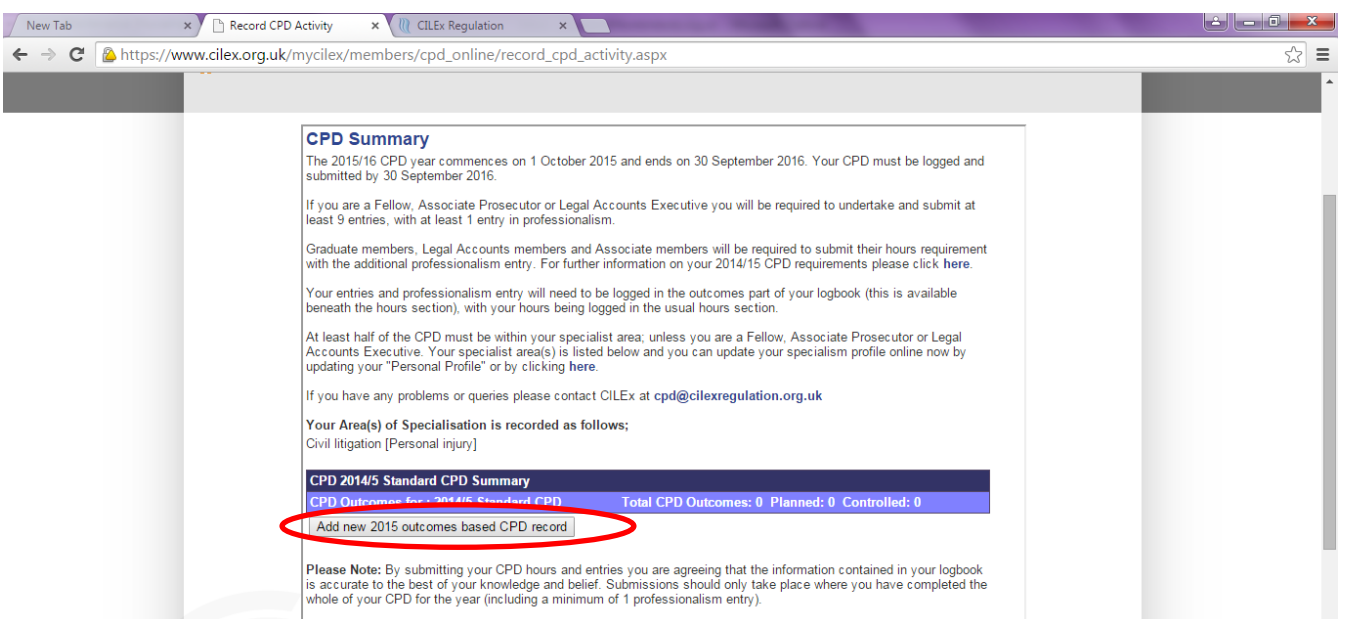You will then be required to enter your myCILEx details.

You will then need to select CPD online which can be found in the 'For members' box.
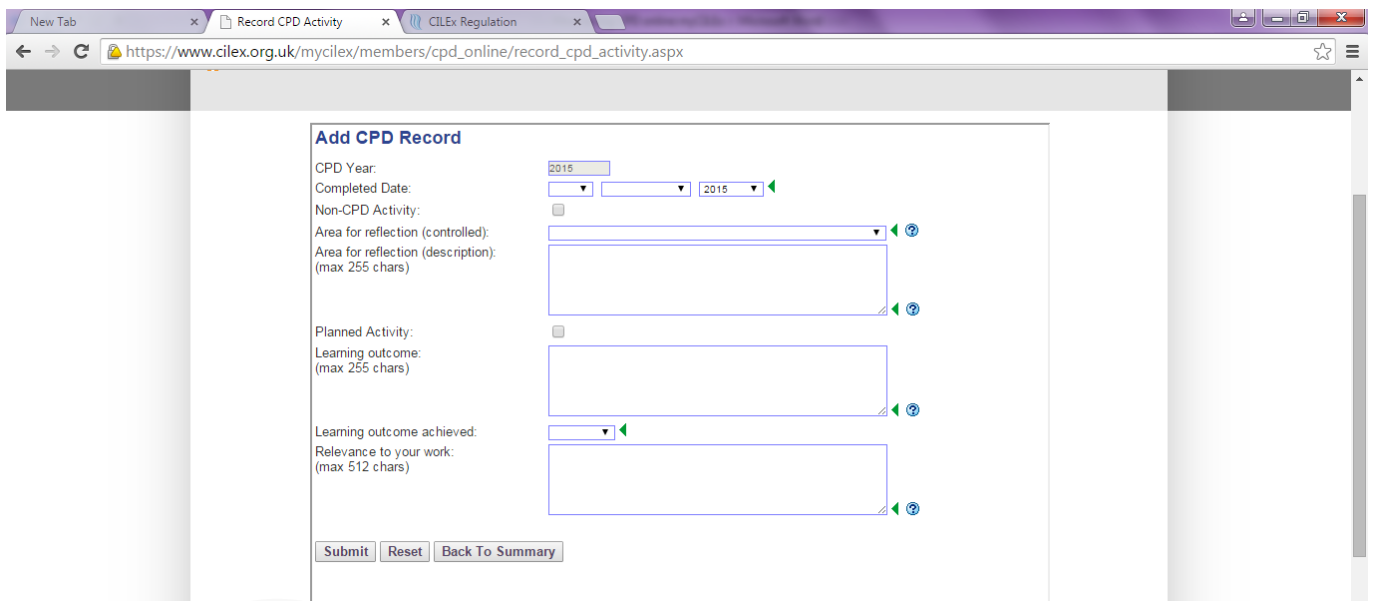
You will need to scroll down the page and select 'Record and when complete, submit, your annual CPD Activity'

Once you have selected this the screen below will appear, you then need to select 'Add new 2015 outcomes based CPD record'

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

Completed date - The date which you completed the activity

Area of reflection (controlled) - You need to select from the drop down bar whether the activity is a 'Planned CPD activity', 'Unplanned CPD activity' or 'Professional CPD activity'.

Area of reflection (description) - A description of the area in which you are going to undertake training. This should also include the name and type of activity undertaken.

Was this a planned activity? Planned date - If this was a planned CPD activity then you will need to provide indication as to when you planned the activity.
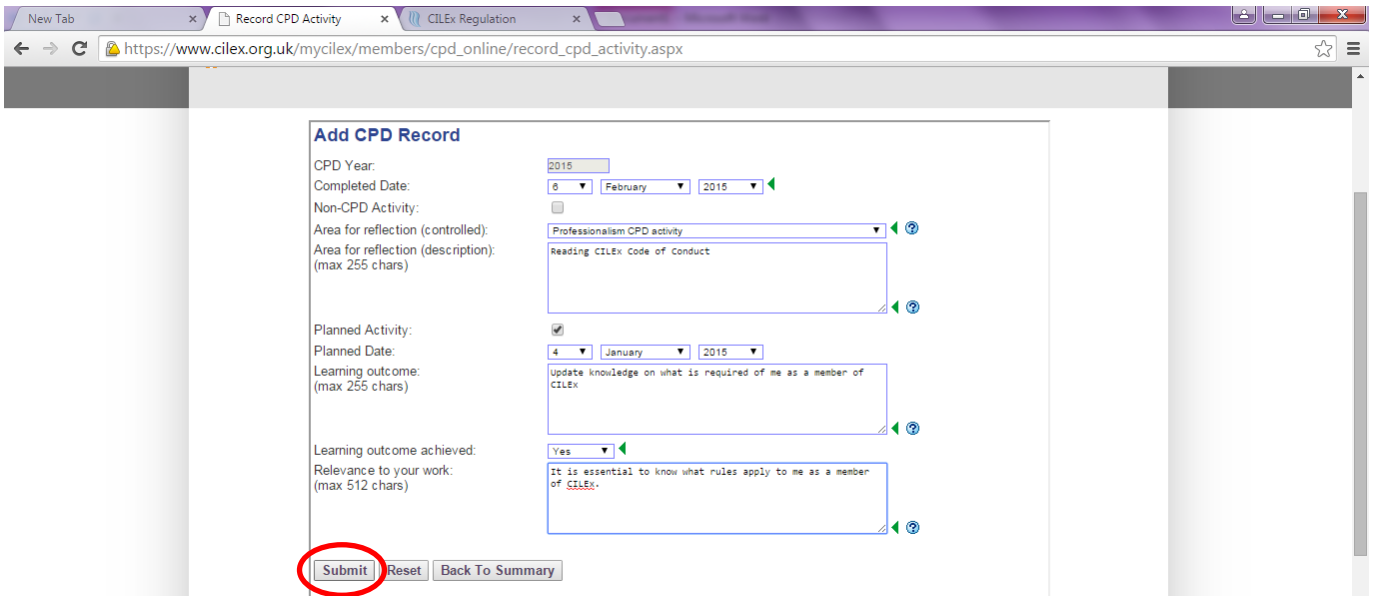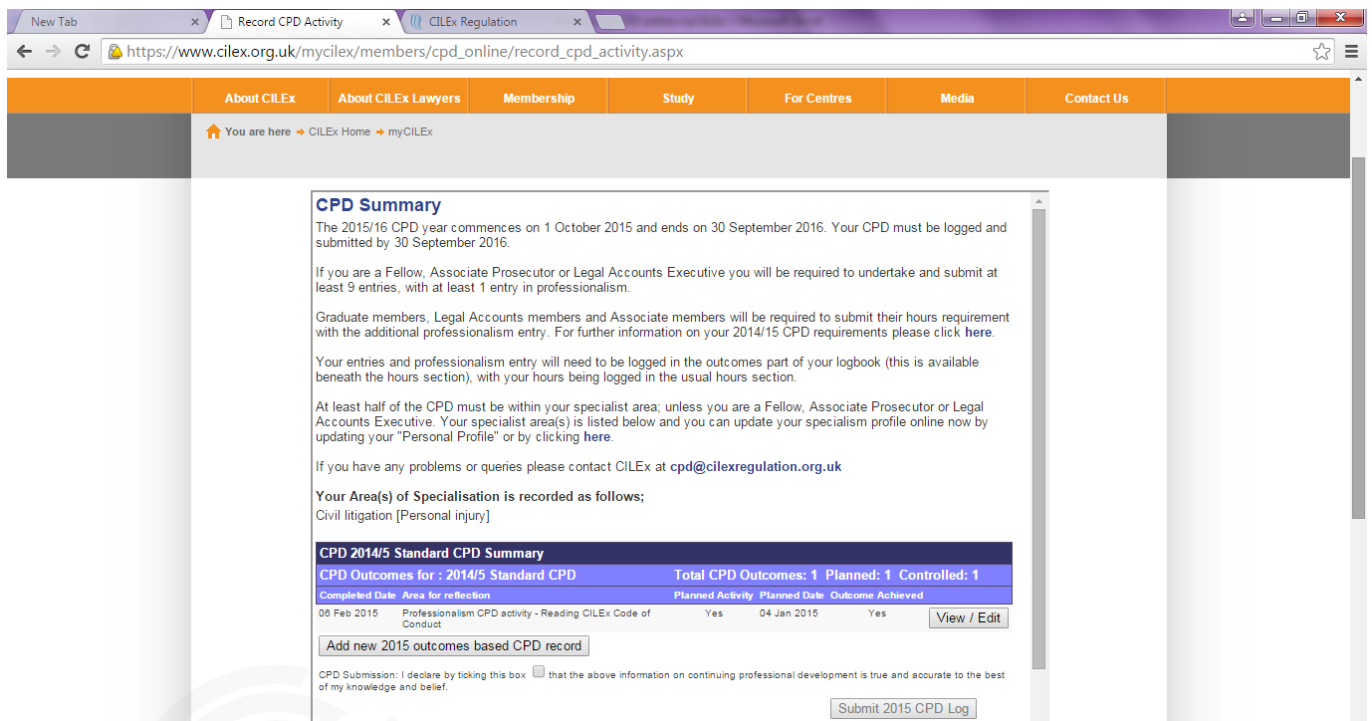
Learning outcome - Explain what you set out to achieve from the activity; for example, learning something new, refreshing your knowledge or developing your skills.

Learning outcome achieved? - Yes or no

Relevance to work - Explain how the activity is relevant to your job role.

*Please ensure that you do no go over the character limit in each section; the character limit counts letters, spaces and punctuation.

Once you are happy with your outcome 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 outcome.