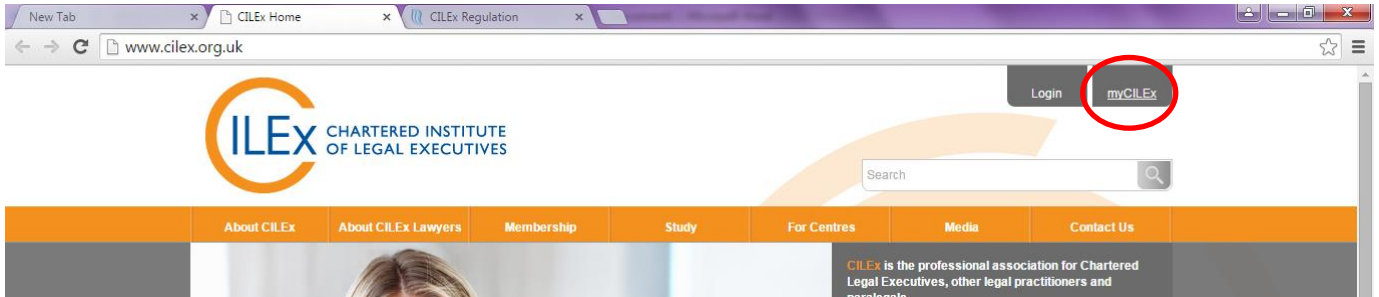
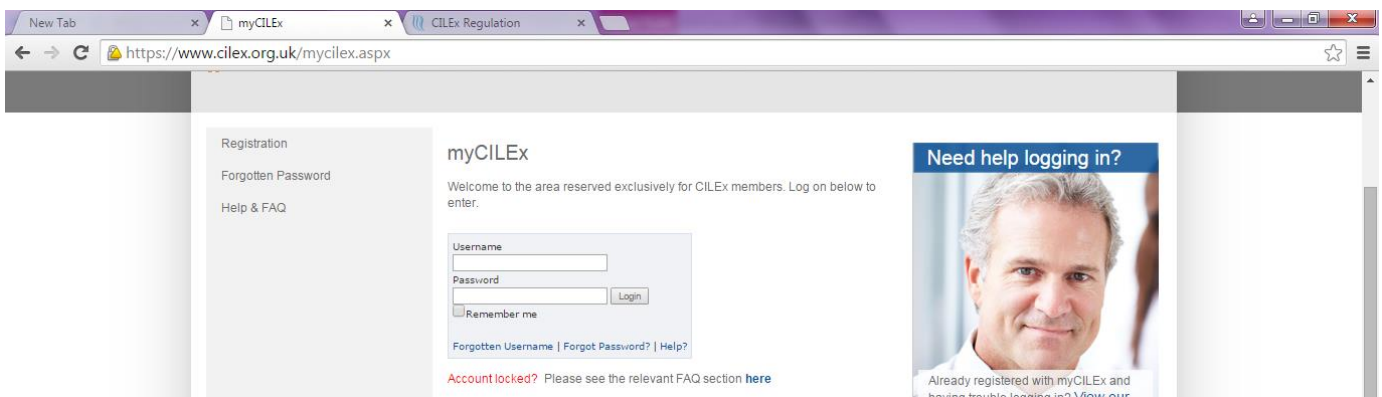


## How to log CPD outcomes on your myCILEx account

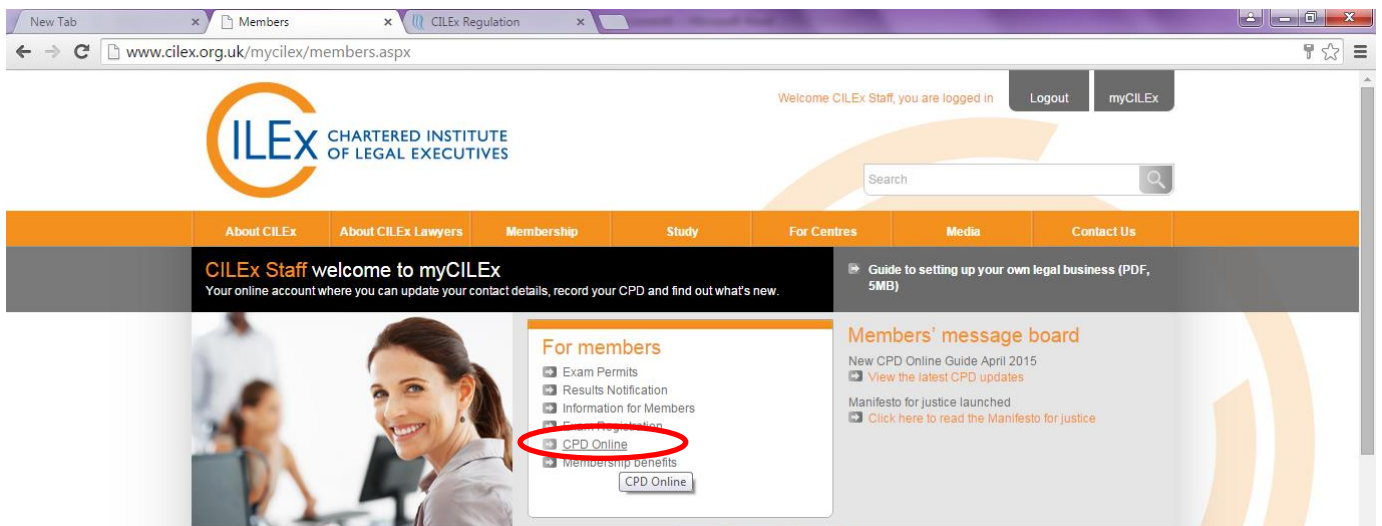
You need to go onto the CILEx website ([www.cilex.org.uk](http://www.cilex.org.uk)) then select myCILEx in the top right hand corner.



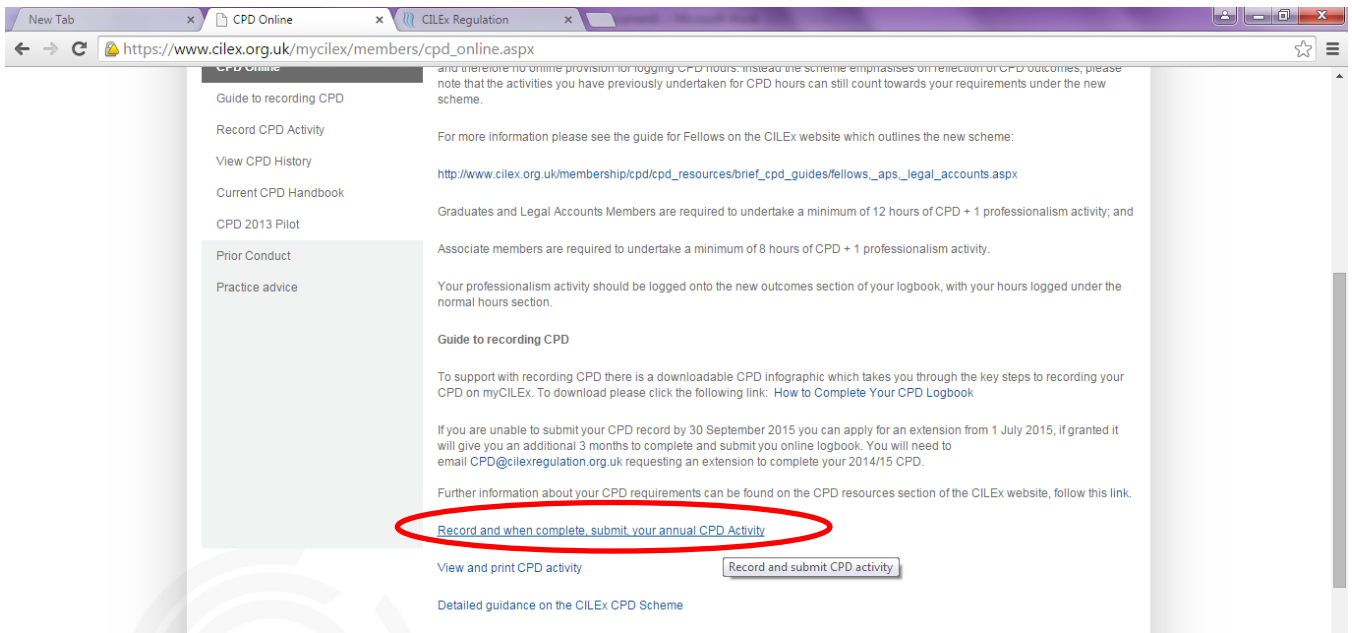
You will then be required to enter your myCILEx details.



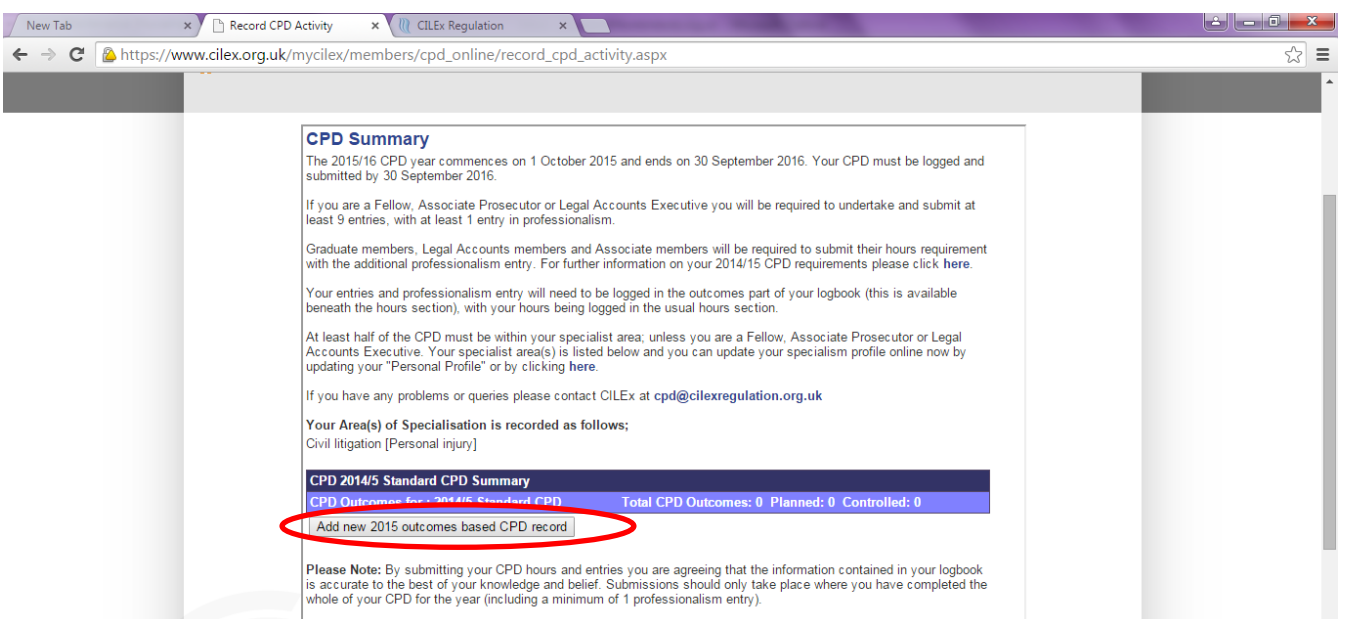
You will then need to select CPD online which can be found in the 'For members' box.



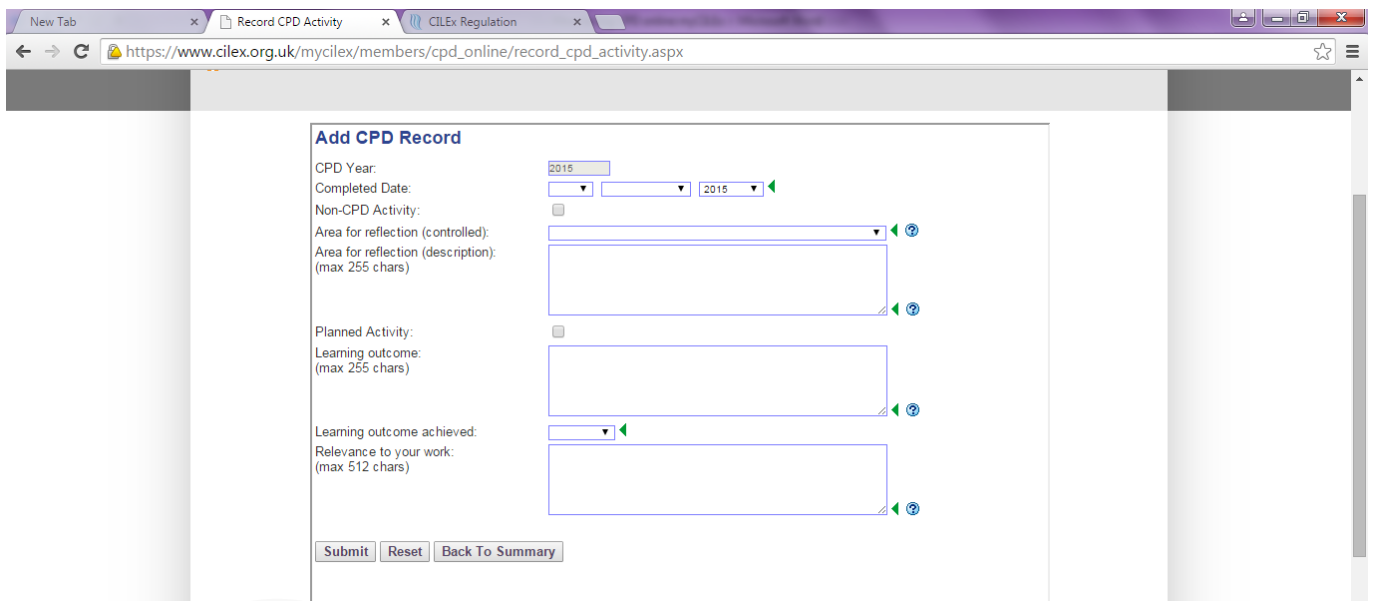
You will need to scroll down the page and select 'Record and when complete, submit your annual CPD Activity'



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.

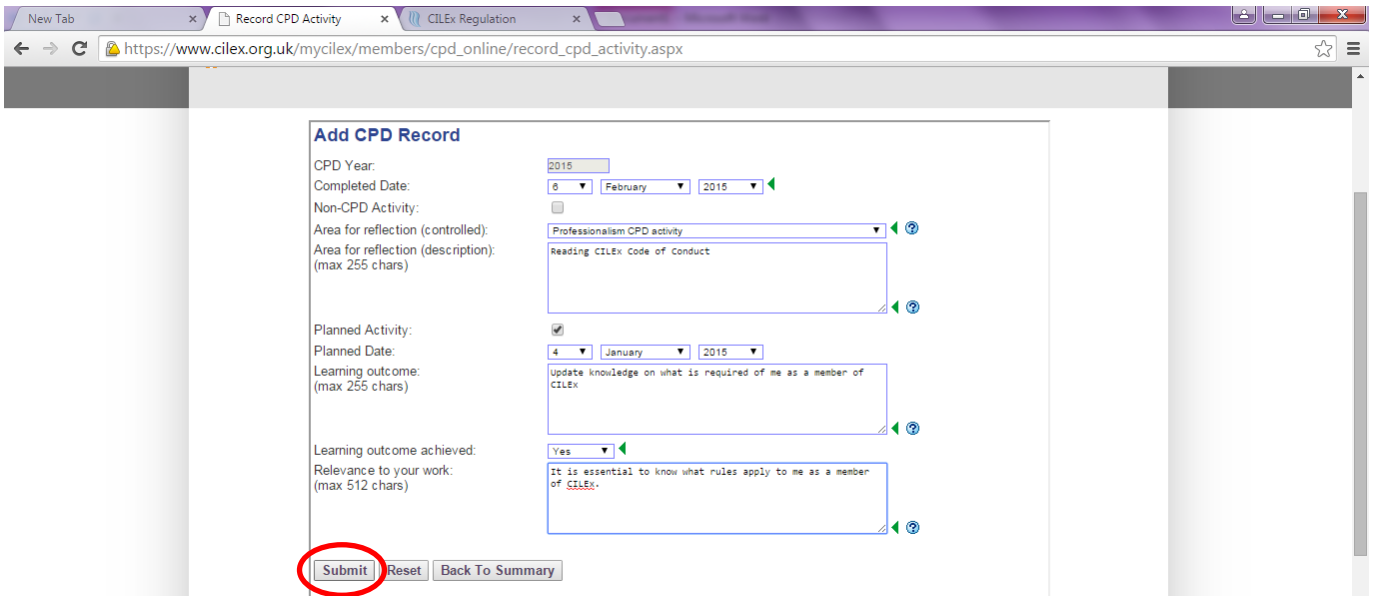
**Learning outcome** - Explain what you set out to achieve from the activity; for example, learning something new, refreshing your knowledge or developing your skills.

**Learning outcome achieved?** - Yes or no

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

\*Please ensure that you do not 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.



**Add CPD Record**

CPD Year: 2015

Completed Date: 6 February 2015

Non-CPD Activity:

Area for reflection (controlled): Professionalism CPD activity

Area for reflection (description): (max 255 chars)  
Reading CILEX Code of Conduct

Planned Activity:

Planned Date: 4 January 2015

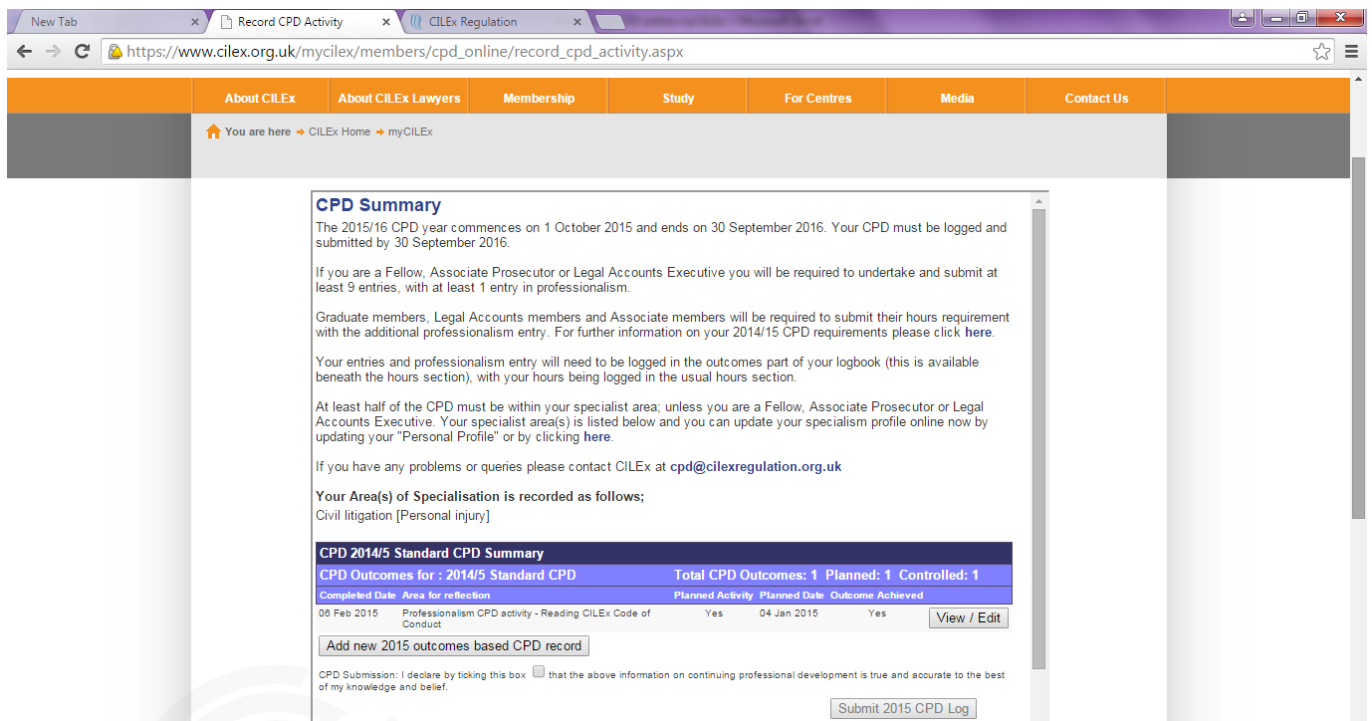
Learning outcome: (max 255 chars)  
update knowledge on what is required of me as a member of CILEX

Learning outcome achieved: Yes

Relevance to your work: (max 512 chars)  
It is essential to know what rules apply to me as a member of CILEX.

**Submit** Reset Back To Summary

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.



**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](mailto:cpd@cilexregulation.org.uk)

Your Area(s) of Specialisation is recorded as follows:  
Civil litigation [Personal injury]

CPD 2014/5 Standard CPD Summary				
CPD Outcomes for : 2014/5 Standard CPD			Total CPD Outcomes: 1 Planned: 1 Controlled: 1	
Completed Date	Area for reflection	Planned Activity	Planned Date	Outcome Achieved
06 Feb 2015	Professionalism CPD activity - Reading CILEX Code of Conduct	Yes	04 Jan 2015	Yes

[View / Edit](#)

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

CPD Submission: I declare by ticking this box  that the above information on continuing professional development is true and accurate to the best of my knowledge and belief.

[Submit 2015 CPD Log](#)