



CPD Validation



We want to provide our members with a CPD scheme that offers a flexible system of recording CPD that is easy to use and meets your requirements for achieving and maintaining your professional registration.

Achieving a diploma on the IBMS CPD scheme

To achieve a diploma on the new IBMS CPD scheme you will need to **undertake a range of activities** during the validation period and reflect on **how your CPD has enhanced the quality of their practice and benefitted service users**.

To achieve a diploma on the new CPD scheme you will need:

- Activities listed in a **minimum of 3 categories** - with a minimum of 1 activity listed in each category)
- Total of **24 activities**
- **Reflection** on a those 24 activities

For activities to count toward the award of a diploma on the new IBMS CPD scheme activities must:

- Be **less than 2 years old**, and
- Be **completed after the start date of the diploma**

How do I apply for validation to achieve a CPD diploma?

When you have achieved a minimum of 24 activities across three categories and have carried out reflection on each of those activities, you will receive a message when you log in to your IBMS CPD ePortfolio letting you know that your portfolio is ready to submit for validation.

You will be asked to review your portfolio and will then be able to submit your portfolio for validation by simply clicking a button.

The IBMS Education Team will then review your portfolio and issue you with a diploma.

CPD Audit

We will select 2.5% of CPD diplomas submitted for validation for a full audit.

We will let you know if your diploma has been selected for audit and will ask that you add evidence for all activities listed in your diploma.

If you have not already uploaded evidence for each activity in your diploma you can select the diploma chosen for CPD audit and edit individual activities, adding evidence using the Uploaded documents tab.

Once your portfolio has been reviewed and passed the audit your IBMS CPD diploma will be issued.

I have been selected for audit and only uploaded documents for some of my activities. What do I do about the evidence for the other activities?

You will need to upload evidence to activities lacking evidence in your ePortfolio.

I don't have evidence for all my activities, what should I do?

If you are unable to provide evidence for certain activities on a CPD diploma you have submitted **for audit**, those activities will not count towards the award of the CPD diploma. However, those activities will be retained on your CPD record.

FAQs

“Does the move to a 2 year CPD cycle mean that only activities undertaken within 2 years of the start date of my CPD diploma count towards achieving a diploma?”

No. We will only count activities that you have **completed within 2 years of the date you submit your diploma for validation**.

So if you submit your diploma on the 30th September 2017, activities completed between the 30th September 2015 and 30th September 2017 will count towards the achievement of your diploma.

“What if I submit a diploma for validation with activities completed more than 2 years before the date I submit my diploma for validation?”

Any activities completed more than 2 years before the date you submit your diploma for validation will not count towards that diploma. However, the activity will remain listed as a CPD activity for record keeping purposes.

e.g. If you submit a diploma for validation on the 19th February 2017 including a JBL exercise completed on the 11th January 2015, that JBL exercise will not count towards the 24 activities (plus reflection) across three categories that you will need to achieve a diploma.

“If I have more than 24 activities listed in the diploma I am submitting for validation, will I be able to carry over the extra activities into my next diploma?”

No. You cannot transfer activities that you have already recorded on one diploma onto another diploma.

Any activities beyond the minimum 24 across the 3 categories will be listed in the record of activities on your diploma. This will enable you to submit a full and detailed record of your CPD for HCPC revalidation, the Science Council or your employer.

“I forgot to add all my activities before I submitted my diploma in for validation. Can add them to my next CPD diploma?”

No. Once you have been registered for your next diploma you will not be able to add any activities that you completed before your new diploma’s start date.

Therefore it is essential that all you add all outstanding CPD activities to your diploma before submitting for validation.

“Do I have to add evidence for all my activities when I submit my portfolio for validation?”

No. You only need to add evidence to your activities if your diploma is selected for a CPD audit.

“Do I need to submit a personal profile to achieve an IBMS CPD diploma?”

No, you no longer need to submit a personal profile to achieve a CPD diploma.

“Do I need to submit a reflective statement to achieve an IBMS CPD diploma?”

No. You no longer need to submit a reflective statement to achieve an IBMS CPD diploma. However you will need to reflect on each of the 24 activities you are submitting for your diploma.

“Will I be able to edit my diploma once I have submitted it for validation?”

You will not be able to edit a diploma once you have submitted it for validation. You will be able to edit that diploma once your new diploma has been released.

“My portfolio is with the IBMS Education Team for validation, how do I record my activities?”

You will need to wait until your validation has been and your new CPD diploma has been released before logging any more CPD activities.

“Once I have achieved a CPD diploma how do I start a new diploma?”

The IBMS Education team will automatically set you up on a new diploma once your current diploma had been validated. The new diploma will be available when you next log in to the IBMS website.

“When I start a new diploma can I add activities that I completed before my new diploma’s start date?”

No. Once a diploma is issued the 2 year CPD cycle starts again. You can add activities that took place on the previous two year diploma cycle to your ePortfolio but **they will not count towards your diploma.**

If you try and add an activity that was completed before the start date of your current CPD diploma the activity will be highlighted with a reminder that it will not count towards achieving your current diploma.

“What if I don’t achieve a diploma within the 2 year CPD cycle?”

If you are not ready to submit your diploma 2 years from the start date of your CPD diploma this is not a problem – you can continue to add completed activities until you reach the minimum 24 activities across three categories.

However, only activities complete in the 2 years prior to the date you submit your portfolio will count towards the diploma.

e.g. If the start date of your diploma is the 4th June 2014 and you submit a diploma for validation on the 8th January 2017, only activities completed between 8th January 2015 and 8th January 2017 will count towards your diploma.

Although the activities falling outside of the two year period will not count towards the achievement of your CPD diploma they will be included in the record of activities on your CPD diploma.

For further information please visit www.ibms.org/learning/cpd



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