

## Monitor My Progress page orientation:

Select the **CPD Cycle Period** that you are being audited for at the top left of the **Monitor My Progress** area:

## Monitor My Progress

Please be aware that the default CPD Year is now 2018. Change the year in the drop-down menu below to manage your 2017 CPD.

Cycle:  CPD Year:

Admin:

Once you have selected a CPD period and CPD Year, the CPD Program will automatically refresh and show you the **Monitor My Progress Table** for the selected period.

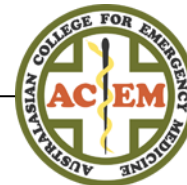
The Monitor My Progress page shows your progress towards meeting the requirements for the **current CPD year** (or Annual) and the **CPD Cycle** requirements.

CPD Year

CPD YEAR (2018 : 12 Months )












Status	Requirement	Target	Complete	Remaining
	Goal and reflection	1	0	0
	Annual Hours	50	0	50
	Airway Procedural Skill	1	2	0
	Breathing Procedural Skill	1	0	1
	Circulation Procedural Skill	1	3	0

This tally includes activities not yet submitted to your CPD record, but excludes any future-dated activities.



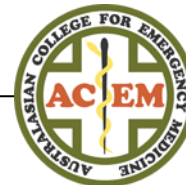
## CPD Cycle (3 Year)

### CPD CYCLE (2018 to 2020 : 36 Months ) - Full Cycle - 3 Years

Status	Requirement	Target	Complete	Remaining
	30 hours in Quality Enhancement	30	0	30
	30 hours in 2 of the following:			
L 	Self-directed Learning	30	0	30
L 	Group Learning	30	0	30
L 	Teaching, Research and Education Development	30	0	30
	12 different Scope of Practice Procedural Skills - by performance, teaching or supervision	12	5	7
	1 Airway, 1 Breathing & 1 Circulation Procedural Skill by performance			
L 	Airway Procedural Skill - by performance	1	1	0
L 	Breathing Procedural Skill - by performance	1	0	1
L 	Circulation Procedural Skill - by performance	1	3	0
	<b>All Annual Requirements (2018, 2019, 2020)</b>	<b>3</b>	<b>0</b>	<b>3</b>

This tally includes activities not yet submitted to your CPD record, but excludes any future-dated activities. You have not yet reached the minimum cycle requirements

These tallies are also displayed on the **dashboard** of your Member Portal.



## CPD Year 2018 : 12 Months

Status	Requirement	Target	Complete	Remaining
	Goal and reflection	1	0	0
	Annual Hours	50	0	50
	Airway Procedural Skill	1	2	0
	Breathing Procedural Skill	1	0	1
	Circulation Procedural Skill	1	3	0

This tally includes activities not yet submitted to your CPD record, but excludes any future-dated activities.

More

## CPD CYCLE 2018 to 2020 : 36 Months Full Cycle - 3 Years

Status	Requirement	Target	Complete	Remaining
	30 hours in Quality Enhancement	30	0	30
	30 hours in 2 of the following:			
L	Self-directed Learning	30	0	30
L	Group Learning	30	0	30
L	Teaching, Research and Education Development	30	0	30
	12 different Scope of Practice Procedural Skills - by performance, teaching or supervision	12	5	7
	1 Airway, 1 Breathing & 1 Circulation Procedural Skill by performance			
L	Airway Procedural Skill - by performance	1	1	0
L	Breathing Procedural Skill - by performance	1	0	1
L	Circulation Procedural Skill - by performance	1	3	0
	All Annual Requirements (2018, 2019, 2020)	3	0	3

This tally includes activities not yet submitted to your CPD record, but excludes any future-dated activities.

You have not yet reached the minimum cycle requirements

More

**Tip:** click the ACEM logo






in the top left-hand corner to return to the dashboard.



## How does the tally work?






Both tallies use a traffic light system to demonstrate your progress towards the targets:

-  Requirement not yet complete
-  Requirement partially complete
-  Requirement complete

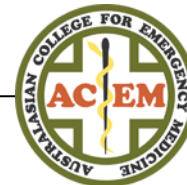
The numerical values will display:

- The **target** number of hours or procedural skills
- The number of hours or procedural skills already **completed**
- The number of hours or procedural skills **remaining** to reach the target

## CPD Year 2018 : 12 Months

Status	Requirement	Target	Complete	Remaining
	Goal and reflection	1	0	0
	Annual Hours	50	0	50
	Airway Procedural Skill	1	2	0
	Breathing Procedural Skill	1	0	1
	Circulation Procedural Skill	1	3	0

This tally includes activities not yet submitted to your CPD record, but excludes any future-dated activities.



## What if I have or had an exemption during the current CPD year and/or Cycle?

Your annual and cycle **Targets** are automatically updated when an exemption is granted. So your tallies will reflect your current individual requirements.

### CPD CYCLE 2018 to 2020 : 30 Months 2.5 years

Status	Requirement	Target	Complete	Remaining
	20 hours in Quality Enhancement	20	0	20
	15 hours in 2 of the following:			
L	Self-directed Learning	15	0	15
L	Group Learning	15	0	15
L	Teaching, Research and Education Development	15	0	15
	8 different Scope of Practice Procedural Skills - by performance, teaching or supervision	8	0	8
	1 Airway, 1 Breathing & 1 Circulation Procedural Skill by performance			
L	Airway Procedural Skill - by performance	1	0	1
L	Breathing Procedural Skill - by performance	1	0	1
L	Circulation Procedural Skill - by performance	1	0	1
	<b>All Annual Requirements (2018, 2019, 2020)</b>	3	1	2

This tally includes activities not yet submitted to your CPD record, but excludes any future-dated activities.

You have not yet reached the minimum cycle requirements

**i.e. Temporary exemption (6 months)**

Status	Requirement	Target	Complete	Remaining
	Annual Hours	50	10	40
	Airway Procedural Skill	0	0	0
	Breathing Procedural Skill	0	0	0
	Circulation Procedural Skill	0	0	0

**i.e. Procedural Skills exemption**



## Exemptions

No data found.

Exemptions can be applied in certain circumstances. [Online Exemption Request Form](#)

The exemptions section at the end of the [Monitor My Progress page](#) details any current CPD exemptions and gives you access to the online Exemption Request Form.

**Tip:** For further information exemptions, see the [Policy on Exemption](#) form.





## Why is my activity not showing in my tally?

Your tally will only show completed activities, so any activities saved as future-dated activities in your CPD record will not be displayed in the tally.

	<input type="checkbox"/>	Activity	Activity Type	Category	Mode	Month / Year	CPD Year	Hours	Attachments	Submitted to Annual Return	Future-dated activity
	<input type="checkbox"/>	ACEM - ASM	Scientific meetings and conferences	Group Learning Activities		Nov 2018	2019	32.00	0	No	Yes
	<input type="checkbox"/>	Conference (non-ACEM)	Scientific meetings and conferences	Group Learning Activities		Sep 2017	2018	12.00	1	No	No

## CPD YEAR (2018 : 12 Months )

Status	Requirement	Target	Complete	Remaining
	Goal and reflection	1	0	1
	Annual Hours	50	12	38
	Airway Procedural Skill	1	0	1
	Breathing Procedural Skill	1	0	1
	Circulation Procedural Skill	1	0	1

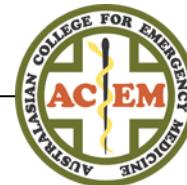
This tally includes activities not yet submitted to your CPD record, but excludes any future-dated activities.

In the example above the 32 hours for the ACEM – ASM activity has not registered in the progress tally because it is a future dated activity. However, the 12 hours for the Conference is showing in the progress tally.

If you have already completed the future dated activity, you can update it in the [Record My Activities page](#):

1. Locate the activity and select the **green pencil icon** on the left-side of the page to open the activity above.

	<input type="checkbox"/>	ACEM - ASM	Scientific meetings and conferences
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**Save.** This will update your activity to complete.

Save

	<input type="checkbox"/>	Activity	Activity Type	Category	Mode	Month / Year	CPD Year	Hours	Attachments	Submitted to Annual Return	Future-dated activity	Comments
	<input type="checkbox"/>	ACEM - ASM	Scientific meetings and conferences	Group Learning Activities		Nov 2017	2018	32.00	0	No	No	Plan to attend in November 2018

## CPD YEAR (2018 : 12 Months )

Status	Requirement	Target	Complete	Remaining
	Goal and reflection	1	0	1
	Annual Hours	50	44	6
	Airway Procedural Skill	1	0	1
	Breathing Procedural Skill	1	0	1
	Circulation Procedural Skill	1	0	1

This tally includes activities not yet submitted to your CPD record, but excludes any future-dated activities.

## Questions?

Still have questions? Please contact the CPD team at the College:

[cpd@acem.org.au](mailto:cpd@acem.org.au)

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