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CORU
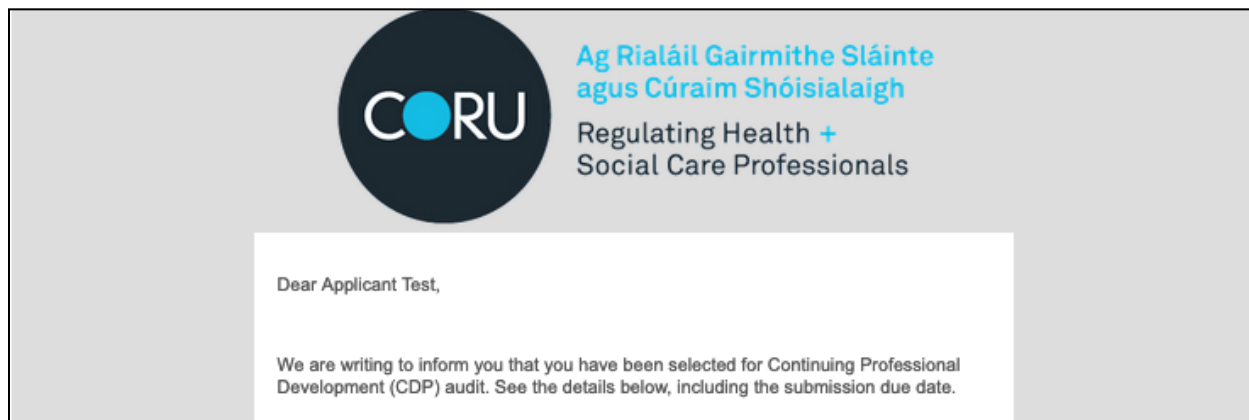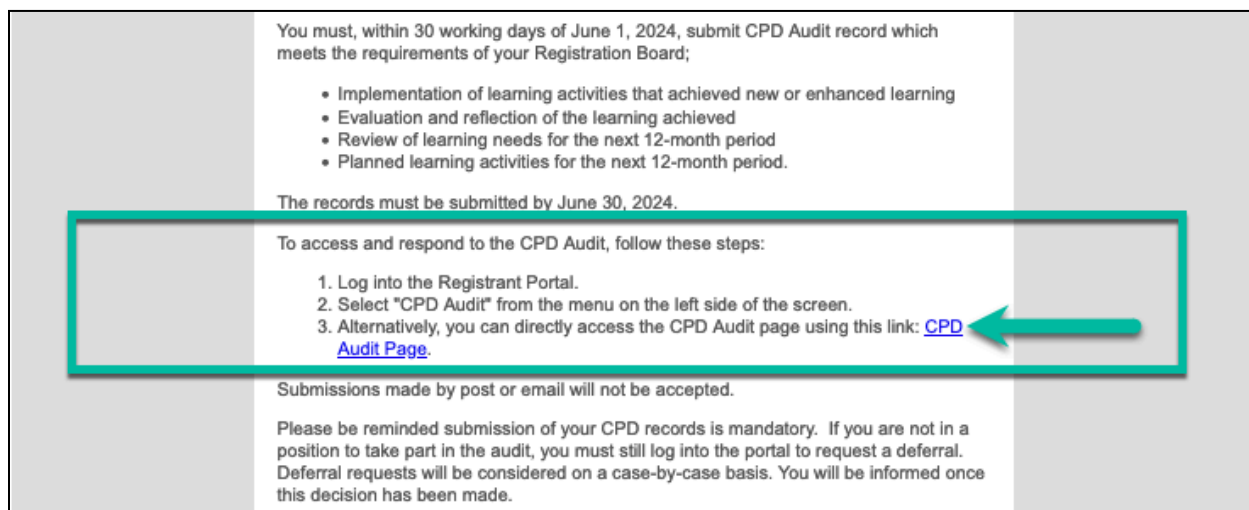Completing a CPD Audit
User Guide

Introduction

This guide has been designed to walk through the steps of completing a CPD Audit through the CORU Registrant Portal.

Find your invitation for the CPD Audit in your inbox.

From	Subject	Received
☐ noreply@thentiacloud.com	CORU - You have been selected for this CPD Period's Audit - Audit # 294	

Ag Rialáil Gairmithe Sláinte
agus Cúraim Shóisialaigh

Regulating Health +
Social Care Professionals

Dear Applicant Test,

We are writing to inform you that you have been selected for Continuing Professional Development (CDP) audit. See the details below, including the submission due date.
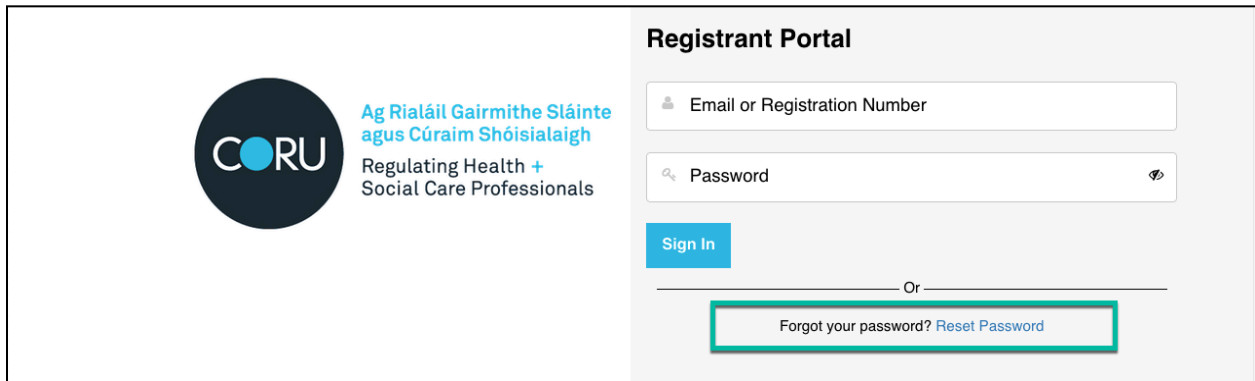
Follow the instructions from the email.

You must, within 30 working days of June 1, 2024, submit CPD Audit record which meets the requirements of your Registration Board;

- Implementation of learning activities that achieved new or enhanced learning
- Evaluation and reflection of the learning achieved
- Review of learning needs for the next 12-month period
- Planned learning activities for the next 12-month period.

The records must be submitted by June 30, 2024.

To access and respond to the CPD Audit, follow these steps:

1. Log into the Registrant Portal.
2. Select "CPD Audit" from the menu on the left side of the screen.
3. Alternatively, you can directly access the CPD Audit page using this link: CPD Audit Page.

Submissions made by post or email will not be accepted.

Please be reminded submission of your CPD records is mandatory. If you are not in a position to take part in the audit, you must still log into the portal to request a deferral. Deferral requests will be considered on a case-by-case basis. You will be informed once this decision has been made.

Log into the Registrant Portal (Link provided in CPD Audit email)

If you have forgotten your password,
please use the Reset Password option on the login screen.
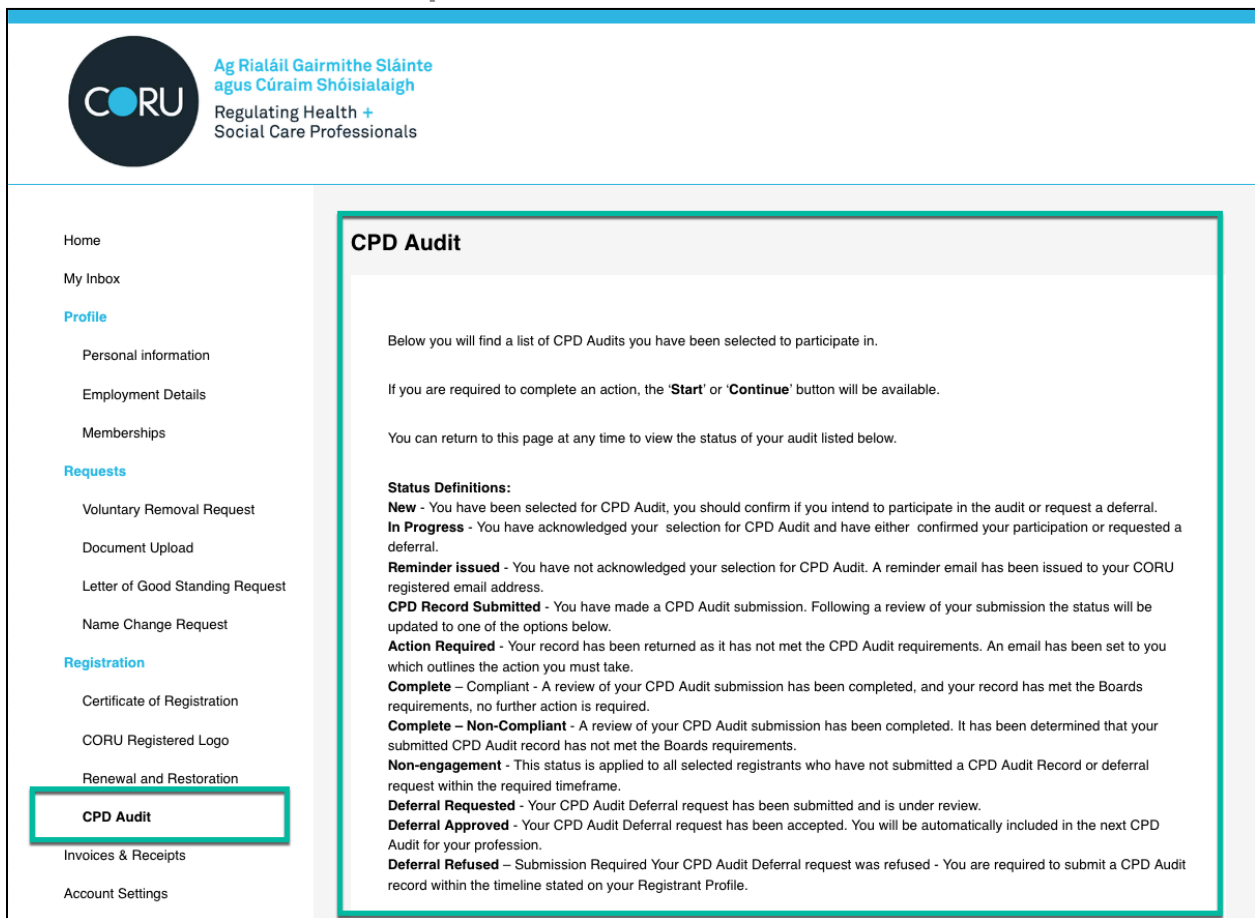
Registrant Portal

👤 Email or Registration Number

🔑 Password 👁

Sign In

———————— Or ————————

Forgot your password? Reset Password

Click on CPD Audit on the left menu.
Please read the instructions provided.

Ag Rialáil Gairmithe Sláinte
agus Cúraim Shóisialaigh

Regulating Health +
Social Care Professionals

Home
My Inbox
Profile
   Personal information
   Employment Details
   Memberships
Requests
   Voluntary Removal Request
   Document Upload
   Letter of Good Standing Request
   Name Change Request
Registration
   Certificate of Registration
   CORU Registered Logo
   Renewal and Restoration
   CPD Audit
Invoices & Receipts
Account Settings

CPD Audit

Below you will find a list of CPD Audits you have been selected to participate in.
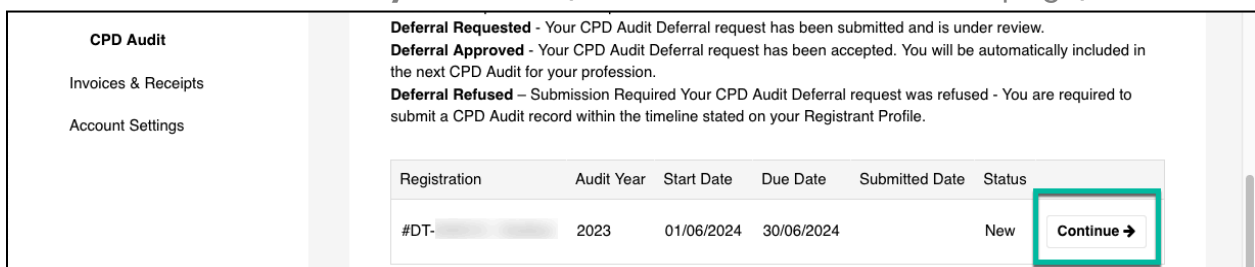
If you are required to complete an action, the '**Start**' or '**Continue**' button will be available.

You can return to this page at any time to view the status of your audit listed below.

Status Definitions:
New - You have been selected for CPD Audit, you should confirm if you intend to participate in the audit or request a deferral.
In Progress - You have acknowledged your selection for CPD Audit and have either confirmed your participation or requested a deferral.
Reminder issued - You have not acknowledged your selection for CPD Audit. A reminder email has been issued to your CORU registered email address.
CPD Record Submitted - You have made a CPD Audit submission. Following a review of your submission the status will be updated to one of the options below.
Action Required - Your record has been returned as it has not met the CPD Audit requirements. An email has been set to you which outlines the action you must take.
Complete – Compliant - A review of your CPD Audit submission has been completed, and your record has met the Boards requirements, no further action is required.
Complete – Non-Compliant - A review of your CPD Audit submission has been completed. It has been determined that your submitted CPD Audit record has not met the Boards requirements.
Non-engagement - This status is applied to all selected registrants who have not submitted a CPD Audit Record or deferral request within the required timeframe.
Deferral Requested - Your CPD Audit Deferral request has been submitted and is under review.
Deferral Approved - Your CPD Audit Deferral request has been accepted. You will be automatically included in the next CPD Audit for your profession.
Deferral Refused – Submission Required Your CPD Audit Deferral request was refused - You are required to submit a CPD Audit record within the timeline stated on your Registrant Profile.

Click on Continue to start your Audit. (Located at the bottom of the page)

CPD Audit
Invoices & Receipts
Account Settings

Deferral Requested - Your CPD Audit Deferral request has been submitted and is under review.
Deferral Approved - Your CPD Audit Deferral request has been accepted. You will be automatically included in the next CPD Audit for your profession.
Deferral Refused – Submission Required Your CPD Audit Deferral request was refused - You are required to submit a CPD Audit record within the timeline stated on your Registrant Profile.

Registration	Audit Year	Start Date	Due Date	Submitted Date	Status	
#DT-	2023	01/06/2024	30/06/2024		New	Continue ➜

Start the CPD Audit.

Select **Yes** to acknowledge and proceed with the Audit.

Select **No** if you request a deferral of this audit for a valid reason.

Note: Before submitting a request for Deferral, please read the CPD Audit Deferral FAQ on the CORU website.

Home
My Inbox
Profile
Personal information
Employment Details
Memberships
Requests
Voluntary Removal Request
Document Upload
Letter of Good Standing Request
Name Change Request
Registration
Certificate of Registration
CORU Registered Logo
Renewal and Restoration
CPD Audit

CPD Audit

1   CPD Audit   Step 1 of 1

Note: All information with a red asterisk (*) is required.

Your Code of Professional Conduct and Ethics requires that you ensure your knowledge, skills and performance are of a high standard, up to date and relevant to your practice and that you participate in continuing professional development (CPD) on an ongoing basis.

You have been selected to participate in CPD Audit and submit a record of your CPD to confirm that you have a system and process in place to ensure your knowledge, skills and performance are of a high standard.

Audit Due Date

Select **Yes** to acknowledge and proceed with the Audit. Select **No** if you request a deferral of this audit for a valid reason. *   ○ Yes   ○ No

Review instructions provided including audit guidelines.

Click on **Add New Records** to enter your information.

CORU Registered Logo
Renewal and Restoration
CPD Audit
Invoices & Receipts
Account Settings

Here are some brief instructions on how to complete the CPD Audit. Please indicate the audit deadline as required.

1. You must first read the **audit guidelines**, complete this record for audit purposes, and submit it.
2. Your record must include 30 points per each 12-month period.
3. It is important that all information identifying any third party must be removed from any records submitted. Do not, under any circumstances, provide information that would enable the identification of a service user.
4. You must provide your planned activities and how you will accomplish them for the next 12-month period.

Months 1 - 12

Activities

Provide details of activities completed in Months 1 - 12 of the audit period. Your recorded activities must be within the dates indicated below for this reporting period.

Month 1-12 Audit Period Start Date   01 Jan 2023

Month 1-12 Audit Period End Date   31 Dec 2023

Months 1-12 Credits Submitted   0

Type of Activity	Start Date	Completion Date	Credits	Duration (Hours)	Learning Outcome
No records have been added. Click **+ Add New Records** to add records.					

+ Add New Records

Provide details about your activity.

CPD Activity - Add/Edit

Home
My Inbox
Profile
   Personal information
   Employment Details
   Memberships
Requests
   Voluntary Removal Request
   Document Upload
   Letter of Good Standing Request
   Name Change Request
Registration
   Certificate of Registration
   CORU Registered Logo
   Renewal and Restoration
   CPD Audit
Invoices & Receipts
Account Settings

Note: All information with a red asterisk (*) is required.

Month 1-12 Audit Period Start Date: 01 Jan 2023

Month 1-12 Audit Period End Date: 31 Dec 2023

Type of Learning Activity *

Start Date * DD/MM/YYYY

Completion Date * DD/MM/YYYY

Duration (Hours) *

Note: CPD credits for learning activities are self-determined by each registrant on the basis that one hour of new or enhanced learning is equal to one CPD credit.

Credits *

Note: Approx. 1 CPD credit for every hour of new or enhanced learning achieved

Click Save & Continue (At the bottom of the page)

Impact on Practice *

Note: How have you integrated this learning into your practice? How has this learning made a difference to your capability and performance in your role?

< Previous   Save & Continue >

Complete the Review & Plan section.

Identify your priority learning needs, the outcomes you would like to achieve, and the learning activities that will help you achieve them.

Review & Plan

Identify your priority learning needs, the outcomes you would like to achieve and the learning activities that will help you achieve them.

What do I want or need to learn in the next 12 months?	What learning activities will I do to achieve this in the next 12 months?
No records have been added. Click **+ Add New Records** to add records.	

+ Add New Records

Click on Add New Records.

Provide details of your planned activities for Months 13 - 24 of this CPD Audit period.

Home	**Add / Edit - Review & Plan**
My Inbox	
Profile	**Note:** **All information with a red asterisk (*) is required.**
Personal information	
Employment Details	Provide details of your planned activities for Months 13 - 24 of this CPD Audit period.
Memberships	**What do I want or need to learn in the next 12 months?** *
Requests	**Note:** Provide details of your planned learning activities for the next 12 months
Voluntary Removal Request	
Document Upload	
Letter of Good Standing Request	**What learning activities will I do to achieve this in the next 12 months?** *
Name Change Request	**Note:** Describe the learning activities you will do to achieve the above-stated needs/wants.
Registration	
Certificate of Registration	
CORU Registered Logo	
Renewal and Restoration	
CPD Audit	
Invoices & Receipts	
Account Settings	‹ Previous Save & Continue ›

When finished, click on Save & Continue.

After entering your records, Submit your Audit. (Located at the bottom of the page)

+ Add New Records

Submit

Wait a few moments for the Complete message.

CORU

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agus Cúraim Shóisialaigh

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Home	**CPD Audit**
My Inbox	
Profile	✔ **Complete**
Personal information	
Employment Details	Thank you for your submission.
Memberships	No further action is required from you at this time. Updates will be provided by e-mail in due course.
Requests	
Voluntary Removal Request	
Document Upload	