

## How to upload a pdf version of your CPD summary from the Royal College of Chiropractors

Once you have logged into to [\[MY GCC\]](#), go to the MY CPD – Summary page. Click on the **[Upload CPD summary]** link as highlighted in the table on the right of your screen

### | My CPD - Summary



For 2016/2017 CPD year (01-Sep-2016 to 31-Aug-2017)

Your CPD is currently **unfinished**

Your minimum requirement				
Required hours learning with others: 15				
Required total hours: 30				
	Hours learning with others	Hours learning alone	Total hours	Hours of Evidence uploaded
You have currently completed:				
[Learning Cycle (New)]	0	0	0	
[Other CPD]	0	0	0	
<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>0</b>	

#### What would you like to do next?

[Start a new learning cycle](#)  
Click on a learning cycle below to view or change.  
[Add Other CPD](#)

[Check the CPD mandatory requirements](#)  
[Look at my old CPD summaries](#)

[Help](#)

#### **RCC CPD summary**

To upload a pdf of your CPD summary from the Royal College of Chiropractors click the 'upload' link below. Upload evidence if you have been audited.

**[Upload CPD Summary]**

Click on a learning cycle to view or change it

Learning Cycles      IdentifyPlanLearnEvaluate  
Start a new learning cycle

**SUBMIT CPD** Request a CPD Summary Report [PDF]

Now choose the file you wish to upload by clicking the **[Choose File]** button in the **Upload Summary CPD File** screen. Then, once you have chosen the file click the **[Upload file]** button.

**My CPD - Summary**

For 2016/2017 CPD year (01-Sep-2016 to 31-Aug-2017)

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**Upload Summary CPD File**

**Choose File** No file chosen

**Upload file** **Close**

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[\[Upload CPD Summary\]](#)

Click on a learning cycle to view or change it

Learning Cycles IdentifyPlanLearnEvaluate  
[Start a new learning cycle](#)

**SUBMIT CPD** [Request a CPD Summary Report \[PDF\]](#)

If you have been asked to submit evidence of your CPD you can follow the same process by clicking the [**Upload CPD Evidence**] link, which now appears underneath your uploaded document.

## My CPD - Summary



For 2016/2017 CPD year (01-Sep-2016 to 31-Aug-2017)

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[Add Other CPD](#)

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[Look at my old CPD summaries](#)

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Upload evidence if you have been audited.  
[\[CPD Summary \(New\) Summary CPD\]](#)  
**Upload CPD Evidence**

Click on a learning cycle to view or change it

[delete]	Learning Cycles	Identify	Plan	Learn	Evaluate
	[CPD Summary Upload]	✓	✓	✓	✓
	Start a new learning cycle				

[\[CPD Summary \(New\) Summary CPD\]](#)

Now that your CPD summary has been uploaded the [Submit CPD] button shows as green. By clicking it you are confirming that your summary is complete. An automated email will be sent to the email address we hold on our records to confirm your CPD is complete.

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Click on a learning cycle below to view or change.  
[Add Other CPD](#)

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[Help](#)

### RCC CPD summary

To upload a pdf of your CPD summary from the Royal College of Chiropractors click the 'upload' link below. Upload evidence if you have been audited.

[\[CPD Summary\]](#) [\[Remove Summary CPD\]](#)

[Upload CPD Evidence](#)

Click on a learning cycle to view or change it

Learning Cycles Identify Plan Learn Evaluate  
[\[delete\]](#) [\[CPD Summary Upload\]](#) ✓ ✓ ✓ ✓  
[Start a new learning cycle](#)

**Submit CPD**