

## **HPCSA New CPD Process: PsySSA Guidelines for Service Providers:**

1. CPD certificates are no longer mandatory
2. The service provider will be able to perform bulk uploading of CPD information directly to the HPCSA, instead of individual health practitioner upload.
3. Accreditors will have access to instant reports of their service providers on demand.
4. HPCSA will forward a confirmation to individual health practitioners every time a Service Provider submits the CPD excel declaration, and the new CPD details will be uploaded onto their profile.
5. Service Provider are urged to remind their health practitioners to ensure that their information is current and up to date on the HPCSA portal, for them to receive correspondence when their CPD profiles are updated with new CPD declarations.
- Every health practitioner shall maintain a record of their own learning activities and document these on an official HPCSA Individual CPD Activity Record (**Form CPD 1 IAR**) which includes the following:
  - The name and registration number of the health practitioner.
  - the name and number of the Accredited Service Provider or individual activity accreditation number;
  - the topic of the activity (ethics, human rights and health law must be specified separately);
  - the number of CEUs; and
  - the attendance/ completion date.

This record is the only data required of individual health practitioners. It should be duly completed record needs to be submitted should the health practitioner be selected randomly for an audit.

6. Service Providers must upload the CPD excel document at least within one week of completion of CPD activity and not more than a month after completion.
7. If activity was for both General (clinical) and Ethics CEU's, then the Service Provider must use the 3<sup>rd</sup> option as shown in the CPD excel template. The Service Provider must record the number of Ethics CEU's first, then the General (clinical) CEU's (as shown in the template).
8. A Service Provider can upload up to one thousand (1 000) practitioners per CPD excel document submission.

9. The date field must always be preceded by an ***apostrophe*** prior to entering the date. ***Only use the date format as shown in the excel template.***
10. Save the CPD excel template with Service Provider name, if so preferred. **The document must always be submitted in excel format.**
11. The notes shown in the CPD excel template must always be deleted prior to submitting to HPCSA.
12. The Service Provider is requested to **copy their Accreditor email address**, when making CPD excel document submissions to HPCSA. The **PsySSA Accreditor** email address is [cpd@psyssa.com](mailto:cpd@psyssa.com)
13. The submission of the new CPD declaration is applicable to activities that have taken place since **01<sup>st</sup> January 2022**.
  - If CPD certificates have already been loaded onto the HPCSA portal for activity dates between 01<sup>st</sup> January 2022 to date, then submission of the CPD declaration can be applied for activities commencing from **01<sup>st</sup> March 2022**.
  - If to date, health practitioners have not been uploaded their CPD certificates onto the HPCSA portal, then the submission of the CPD declaration by the Service Providers can be applied retrospectively for all activities which commenced from **01<sup>st</sup> January 2022**.

Regards

PsySSA CPD Administration