



**RCSI**

# PROFESSIONAL COMPETENCE SCHEME

## HOW TO APPLY FOR CPD APPROVAL

RCSI DEVELOPING HEALTHCARE LEADERS WHO MAKE A DIFFERENCE WORLDWIDE

Log into [http://www.rcsi.ie/cpd\\_acc](http://www.rcsi.ie/cpd_acc)

Click on **Apply online Here**

If you are a new user, click on the **New User** Tab

**RCSI**

**RCSI CONTINUING PROFESSIONAL DEVELOPMENT (CPD) ACCREDITATION**  
RCSI COMMITTED TO EDUCATIONAL EXCELLENCE

Email Address \*

Password \*

Address: Royal College of Surgeons in Ireland 123 St Stephen's Green, Dublin 2, Ireland  
Telephone: +353-1-402-2743  
Email: pcs@rcsi.ie

Enter your email address and preferred password. You will need access to your email as when you click on 'submit' button a confirmation code will be sent to the email address you enter.

**RCSI**

**RCSI CONTINUING PROFESSIONAL DEVELOPMENT (CPD) ACCREDITATION**  
RCSI COMMITTED TO EDUCATIONAL EXCELLENCE

[Return to Login Screen](#)

**Register as New User - Login Details**

Email \*

Password \*

Confirm Password \*

Address: Royal College of Surgeons in Ireland 123 St Stephen's Green, Dublin 2, Ireland  
Telephone: +353-1-402-2743  
Email: pcs@rcsi.ie



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[Return to Login Screen](#)

### Email Address Validation

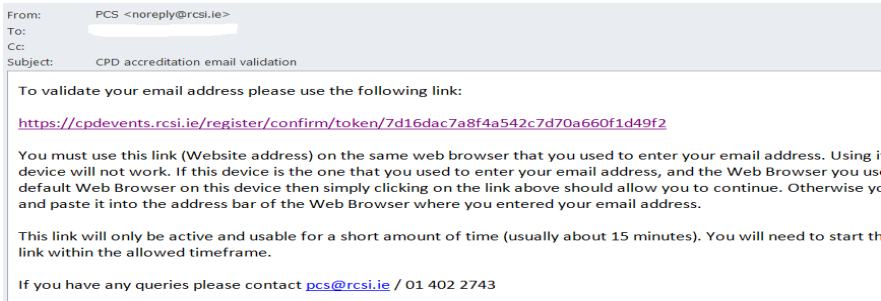
Email Address

An email has been sent to the above email address which contains a URL link which you can click on. You must use this URL (Website address) on the device you are using to display this page. Using it on another browser, or on another device will not work. If your email software is on the device that you are using to display this page is the default Web Browser on this device then simply clicking on the link in the email should allow you to continue. Otherwise you should copy the link from the email and paste it into the address bar of this Web Browser.

This link will only be active and usable for a short amount of time (usually about 15 minutes). You will need to start this process again if you do not use it within the allowed timeframe.

Once you have clicked the link to validate your email address you can close this page.

**Go to your email inbox to retrieve the email with the email address validation LINK**



**Click on the link in the email to validate your email**

Complete all the mandatory \* fields and press 'submit'

### Register as New User - Enter Personal Details

<b>Title *</b>	<input type="text" value="Mister"/>
<b>Surname *</b>	<input type="text"/>
<b>First Names *</b>	<input type="text"/>
<b>Date of Birth *</b>	<input type="text"/> <input type="text"/> <input type="text"/>
<b>Gender *</b>	<input type="text" value="Male"/>
<b>Nationality *</b>	<input type="text" value="Republic of Ireland"/>
<b>Mobile Phone *</b>	<input type="text"/>
<b>Alternative Email</b>	<input type="text"/>
<input type="button" value="Submit"/>	



Your Account has now been created.  
**Click on the 'Home' button**  
**and you can apply for CPD approval**

Home Profile Search Events Sign Out

Your User Account has been created. Welcome to the CPD Accreditation system.

**Click on Add New Event to apply for CPD Credits**

Home Profile Search Events Sign Out

### Home

+ Add New Event

**Your Incomplete Events**

No Incomplete Events were found

**Your Submitted Events**

No Submitted Events were found

Complete all the mandatory \* fields and attach a schedule / programme of activity

Home Profile Search Events Sign Out

### Add Event

Academic Discipline *	Surgery ▼
Event Title *	<input type="text"/>
Start Date *	<input type="text"/>
End Date *	<input type="text"/>



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Click on the **‘Submit’** button – Please note your application will be incomplete until you attach the programme / schedule of the activity. Scroll to the end of the page and Add Document.

The Event has been created successfully.

### View Event

This event currently has a status of **Incomplete**  
In order to be able to submit this event to the administrators You need to attach a Document containing the Event Schedule using the **Add Document** section of this screen. Additional documents can also be added.  
Once an Event Schedule document has been uploaded You will have access to a **Submit** button that will allow you to submit this event to the administrators for their attention.

[Edit this Event](#) [Delete this Event](#)

### Event Documents

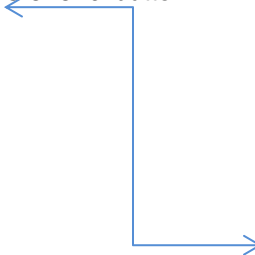
No Event Documents have been added.

### Add Document

A schedule of the event (including start/finish times of each session and speaker details) must be added. Additionally documents relating to Event Invitation and any promotional material, Feedback Form available to delegates, and details of any commercial or promotional aspect to the event or any sessions, or speakers' connection to the drug company, can also be added.

Supporting Document *	<input type="button" value="Choose File"/> No file chosen
Document Type *	Event Schedule ▼
<input type="button" value="Add This Document"/>	

The document will be added and then you need to click on the **‘submit this event’** button.



The Document has been added to this Event

### View Event

This event currently has a status of **Incomplete**  
If you are satisfied that all the event information is correct and that all documents related to this event have been attached you can use the **Submit this Event** button to send this event to the administrators for their attention.  
Once the event has been submitted it will no longer be editable by you.

The Event has been Submitted.

### Home

### Your Incomplete Events

No Incomplete Events were found

### Your Submitted Events

Event ID	Academic Discipline	Start Date	End Date	Title	Venue	Region	
192	Surgery	11 June, 2014	12 June, 2014	TEST Application	TEST Venue	Leinster	<input type="button" value="View Details"/>

Your Event has now been submitted and will appear on your ‘home’ page as ‘submitted

If you have any difficulty with the above, please contact [pcs@rcsi.ie](mailto:pcs@rcsi.ie) or 01 402 2743