



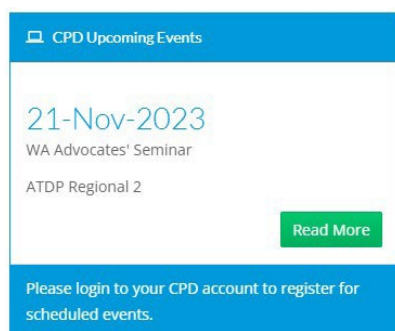
Registering for an existing External CPD Event (Continuous Professional Development)

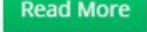
What are External CPD Events

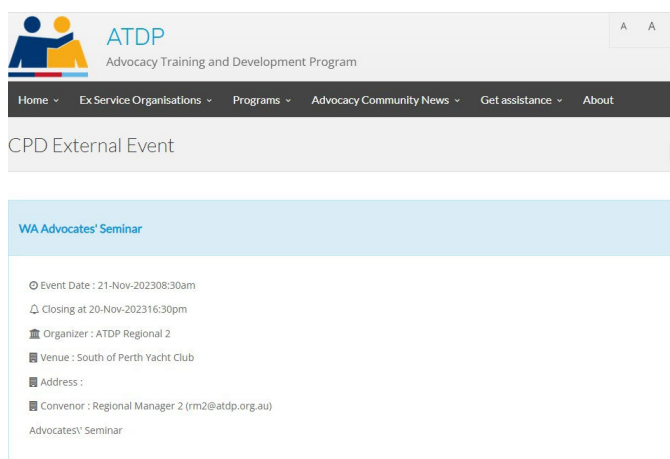
External CPD Events are organised by an ESO, Community of Practice or Individuals to reinforce and extend an advocate's knowledge and skill sets. The events are educational in nature and relevant to Wellbeing and/or Compensation Advocacy. Attendance at these events may attract CPD Points.

How do I find an External CPD Event

The area on the Home Page where the list of CPD Upcoming Events is located on the right-side mid-way down the page:



If you click on the  button, the following screen opens:



The screen provides you with details of the CPD Upcoming Event. This allows you to determine if you would like to attend.

How to register for the External CPD Event

The registration process records an Advocate's intent to attend the Event.

Note: CPD points are only allocated after the Event Convenor has confirmed your attendance after the event.

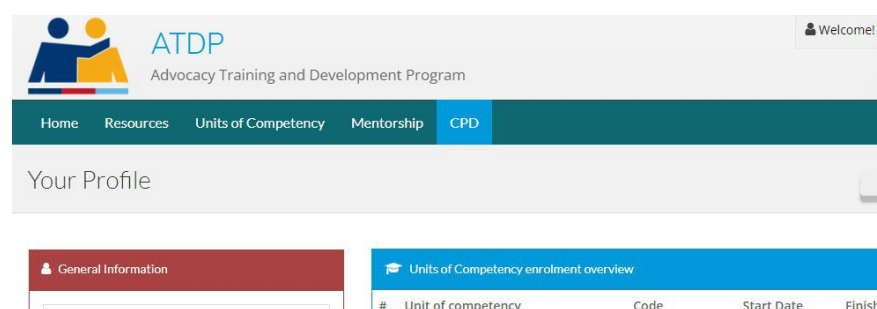
Step One: Log into the ATDP Portal


Refer to the Multi-Factor Authentication Guide located here:

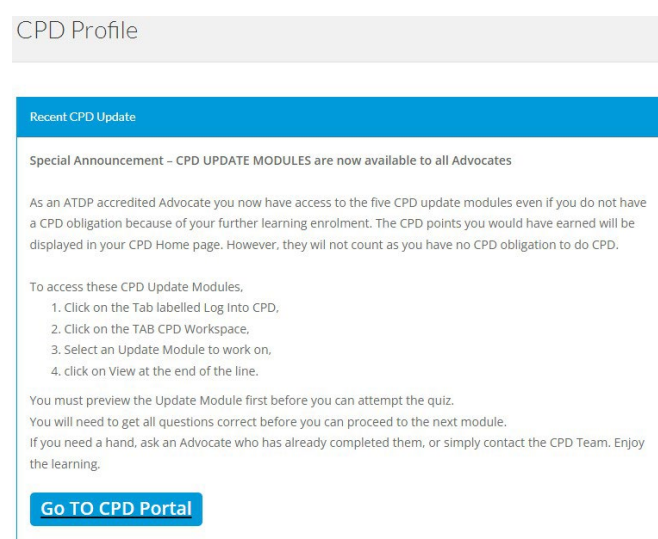
<https://web.atdp.org.au/psMsg>

Step Two: How to Access CPD Profile after Logging into the ATDP Portal

After entering the one-time PIN code and submitting, the next screen you will see is your profile:



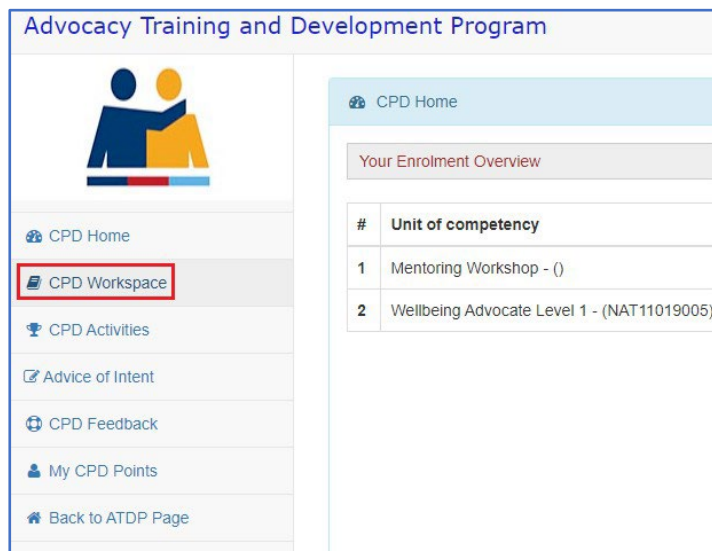
Click on the  button to open your CPD Profile :



Click on the **Go TO CPD Portal** button.

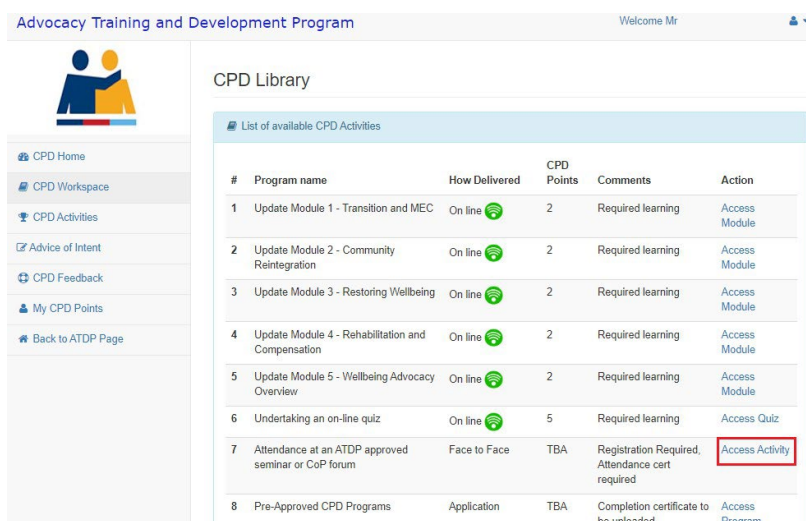
Step Three: CPD Workspace

The following screen appears. Click on **CPD Workspace** :



Step Four: Access Activity

The following screen opens. Identify Item (Attendance to an ATDP approved seminar or CoP forum) and click on **Access Activity** :




Step Five: Agree and Register

The following screen opens. There will be at least one Upcoming Event, but may show more Events.

Identify the Upcoming Event you wish to attend and click on the **Agree and Register** button:

Advocacy Training and Development Program



- CPD Home
- CPD Workspace
- CPD Activities
- Advice of Intent
- CPD Feedback
- My CPD Points
- Back to ATDP Page

CPD WorkSpace / Attendance at an ATDP approved seminar or CoP forum

Activity Details

Upcoming Events

Nov
2023
21

Title : WA Advocates' Seminar

Organizer : ATDP Regional 2

Description : Advocates' Seminar

Venue : South of Perth Yacht Club

Closing at 20-Nov-2023

Consent

When you register for an event, your Name and Email address will be visible to the CPD External Event Coordinator. This is in case there is a change in details to the event and the coordinator needs to contact you.

Agree and Register

Register your details as required.

Want to find more 'How to Guides'?:

You can click on this link to go directly to the [How to Guides](#).


You can also find them via the [ATDP Website](#):

Step One:

Scroll to the bottom of the ATDP Home Page to the Quick Links Section:

Quick Links


ATDP ENDORSED CPD EVENT APPLICATION FORM



This form is to be used by the event convener to apply for ATDP recognition of a CPD event.

Click here


How to Guides



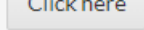
Look here for notes on the operations of ATDP and for 'How to' Guides

Click here

Manage Your ESO



Click here

Press the  button in the How To Guides section and you will be taken straight to the page.