

CONTINUING PROFESSIONAL DEVELOPMENT

Checklist for RMTs for CPD Logbook Submissions (2011 -)

I have included:

- three complete and clearly labelled copies of my submission, including:
 - The summary page of the Logbook
 - All relevant pages of The Logbook
 - All supporting documentation including certificates, signatures and signed records of attendance
- Each of the three copies is separately and clearly bound
- I have indicated all points being claimed for each activity, including subtotals for each section
- I have claimed points across at least three different categories listed in the CPD handbook (PhD in music therapy excepted)
- I have included all necessary supporting documentation to support my claim for points
- I have kept a copy of my submission for my own records
- I understand that my submission and all documents included therein will not be returned to me, and I have therefore not included original documents (such as transcripts of results etc).

I acknowledge that my submission must be received by the CPD Committee by the due date of 1st March for it to be reviewed, and that if it is not received by the due date, it may not be reviewed and I may therefore not meet the requirements of CPD, and become de-registered.

Signed: _____ Date: _____

Name (printed): _____