Introducing
Certification Renewal
via Continuous
Professional
Development (CPD)
points

PeopleCert

Introduction

In this guide, you will find details of how you can keep your certification(s) current by logging Continuous Professional Development (CPD) points in MyAxelos.

As an individual, CPD will enable you to keep up to date with best practices in your particular discipline, support your everyday work, optimise efficiencies, introduce better ways of working with your team and enhance your career potential. As an employer, investing in professional development helps you retain motivated, ambitious teams and improves internal processes and outputs.

MyAxelos, PeopleCert's exclusive global membership programme, is designed to support you on your learning journey, with industry news, best practice insights, articles, exam preparation materials and webinars from subject-matter experts in your discipline. In addition, you can use your subscription to manage your certifications, digital badges and log CPD points.

Getting Started

To keep your certification(s) current, you can choose to log CPD activities. CPD points can be logged against 3 different categories: professional experience, professional education and community. Examples of activities per category are outlined below:

Professional Experience	Professional Education	Community
Professional practice: applying best practice in the workplace Coaching colleagues in relation to best practice Mentoring individuals or groups to support their development Work shadowing colleagues in relation to best practice	PeopleCert certifications Other certifications from PeopleCert Accredited Training Organisations Other certifications from non-PeopleCert Accredited Training Organisations Professional qualifications from awarding bodies In house training E-learning Reading relevant books,	Organising industry / best practice related events Contributing to community discussion forums Authoring thought leadership Attending industry events Reading community discussion forums Volunteering to share your knowledge and experience
category is required.	publications, research, white papers etc. Engaging with podcasts and webinar	

Existing certificate holders:

If you have already taken a certification with PeopleCert or one of its affiliated companies e.g. Axelos, you will be able to access your candidate information from your candidate account.

To review your candidate information and your certification renewal status from your candidate account, visit:

https://www.peoplecert.org/certifications-and-memberships

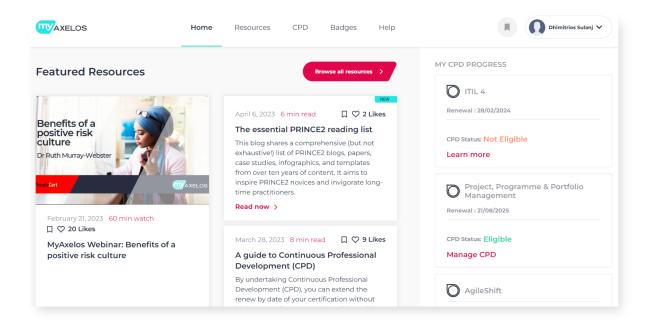
Step 1

Subscribe to MyAxelos through your PeopleCert account.

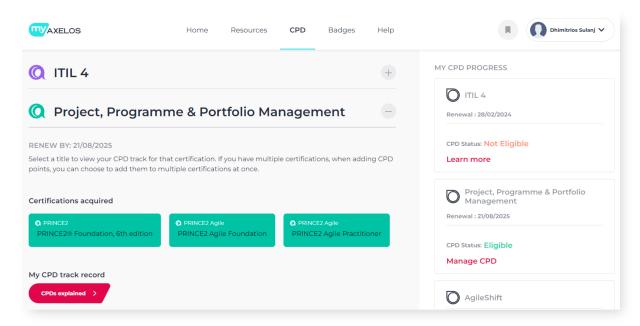
If you choose to maintain your certification(s) via the CPD logging pathway, we would recommend you subscribe to an annual membership, this way you can log CPD activities throughout the year without the need to resubscribe each month.

Step 2

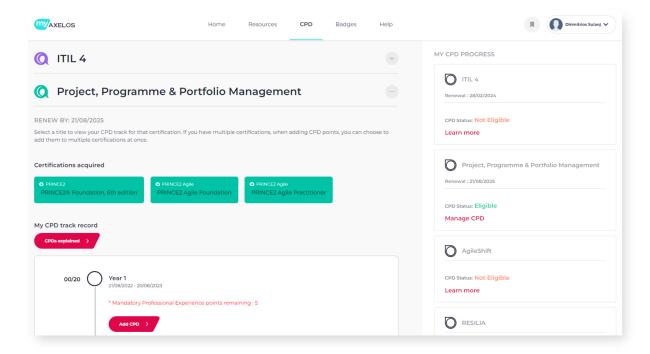
1. On the homepage, you can check if you are eligible to keep your certification(s) current by logging CPDs.



2. Click on the CPD menu item to start managing the CPDs.

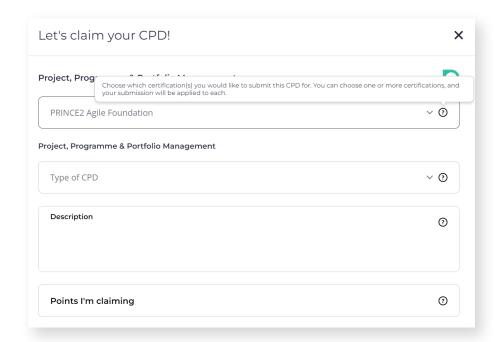


3. Start logging CPDs by clicking on the add CPD button.





Certifications: Select the certifications which this activity applies to. You can select multiple qualifications for each activity.



We have grouped our Global Best Practice certifications into Product Suites to facilitate easy renewal and support your ongoing professional development. Certifications within a Product Suite all share the same renew by date.

For CPD submission, renewal takes place at Product Suite level.

Product Suites are as follows:

ITIL® 4 Product Suite: All ITIL® 4 certifications

Project, Programme & Portfolio Management Product Suite: PRINCE2®, PRINCE2® Agile,

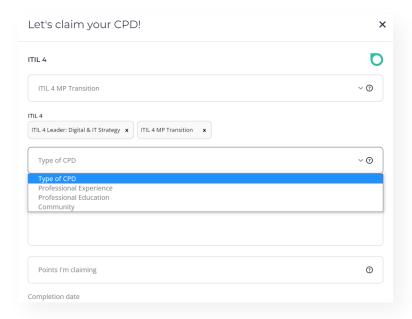
MoR®, MSP®, MoV®, MoP®, P3O®

AgileSHIFT® Product Suite: All AgileSHIFT® certifications

RESILIA® Product Suite: All RESILIA® certifications



Type of CPD: Choose one of 3 the categories for each activity.



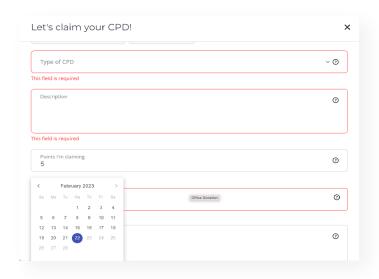
Description field: Provide details of the activity for which you are logging your CPDs.

Points I'm claiming: Within Professional Education and Community, one point equates to one hour's worth of effort. You can record a minimum of 30 minutes or 0.5 points, and a maximum of 15 hours or 15 points per activity.

Take into consideration that each point is rounded (i.e. if you add 5.2 this will change to 5, 6.7 will change 7 etc.). If you add more points than required, then this message will appear:



Completion date: For the five points of Professional Experience, you will need to list five separate activities that you undertook in your role that relate to the best practice knowledge gained in your certification(s), and that link to the skills and behaviours within your certification)(s).

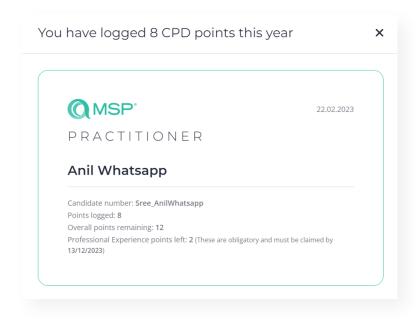




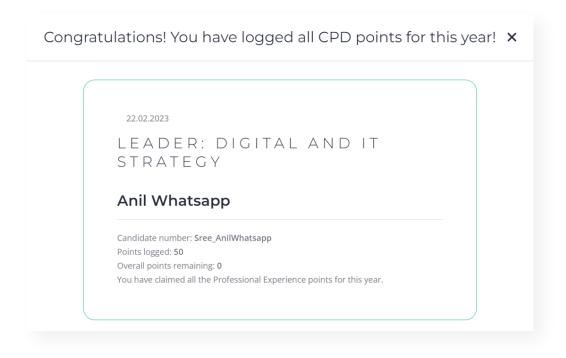
What did you learn: Free text mandatory field

Include an attachment (not mandatory): Candidates can add multiple attachments for each activity in the following file formats: PDF, JPEG, PNG, DOC, XLS.

Click Submit: If you need more CPD points to complete the year, then you will see the following:

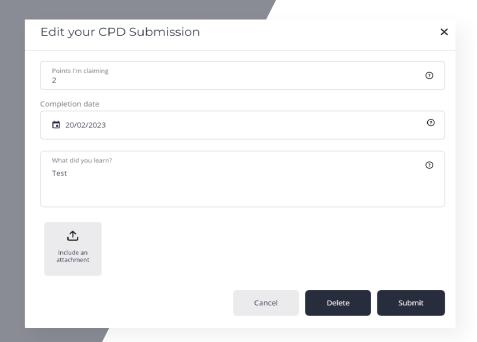


When you reach 20 logged CPD points, you will see the following message:



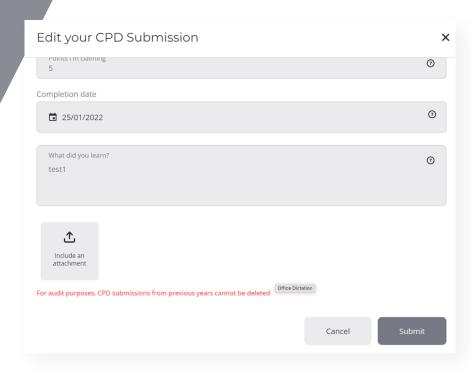
4. Review and edit your CPDs:

You can **review** your past CPDs by clicking on your CPD submission at any time. You can **edit** or **delete** your past CPDs by clicking on the pencil icon next to each submission. Please note that you can only edit a CPD submission within the current CPD period.



For audit purposes, CPD submissions from previous years cannot be deleted.

CPD activity for the past year: Candidates can click on any entry to review activities already submitted. However, you will have no option to edit, as the form is locked.



We hope that this guide has been useful to support your CPD activity journey.

If you require any support, we're happy to help, please get in touch with customerservice@peoplecert.org.

Our team is available 24/7/365.

peoplecert.org

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