**CPD profile**

**1.1 Profession:** **Write your profession here**

**1.2 CPD number:** **CPD1234**

**2. Summary of recent work / practice**

Summary of work / practice goes here. This box will expand as you type into it.

(Maximum 500 words)

**3. Personal statement**

Your statement identifying how you have met the standards goes here. This box will expand as you type into it.

(Maximum 1500 words)

**4. Summary of supporting evidence submitted**

|  |  |  |  |
| --- | --- | --- | --- |
| **Evidence number** | **Brief description of evidence** | **Number of pages, or description of evidence format** | **CPD standard(s) that this evidence relates to** |
| 1 | Your first piece of evidence should be a dated list of all CPD activities undertaken in the last two years' | Eg: '3 pages', 'print out of CPD activities' | Standard 1 |
| 2 |  |  |  |
| 3 |  |  |  |
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| 11 |  |  |  |

**5.** **Evidence 1: Dated list of all CPD activities**

The easiest way to prove that you have kept a record of your CPD is to send us a chronological list of all CPD activities completed within the audit period. We suggest that this be in the form of a simple table, which includes the date and a brief description of activities completed. You can use this template and add more rows to the table below, or produce it in your own format if you wish. Please explain any gaps of three or more consecutive months.

|  |  |
| --- | --- |
| **Date CPD activity completed** | **Brief description of CPD activity** |
| Eg: 3 May 2010 |  |
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'We have produced two different versions of this CPD profile form. You can use whichever one you prefer. This one has been designed to be downloaded so that you can complete it electronically, using Word for example. The other form has been designed to be used in hard copy, so you can hand-write it to complete it. This is available upon request and is included in the CPD profile request pack.’