



PROCEDURE FOR SUBMITTING CPD EVIDENCE

STEP 1

Enter ICPAC's website www.icpac.org.cy and go to Login Members. Use your login credentials, Username (ICPAC Reg. No) and Password to get to member's personal section (If you forgot your password and wish to receive a new one, click on the link "Forgot your password" as shown in the below Example Screen E1)

Login

Username

Password

Sign in

[Forgot your password?](#)

Example Screen E1

**ΣΥΝΔΕΣΜΟΣ ΕΓΓΕΚΡΙΜΕΝΩΝ
ΛΟΓΙΣΤΩΝ ΚΥΠΡΟΥ**

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STEP 2

After a successful user logon, the below options appear on screen. The user opts for “Continuous Professional Development (CPD)”



Example Screen E2

STEP 3

After the user has selected “Continuous Professional Development (CPD)” as in Example Screen E2, in the next screen the following options appear. User should select “CPD Evidences”.

Continuous Professional Development (CPD)

- › Annual Continuing Professional Development (CPD) declaration
- › Managing your continuing Professional Development (CPD)
- › CPD Evidences

Example Screen E3

STEP 4

In case the user follows this procedure for the first time, and after s/he selects “CPD Evidences” as in Example Screen E3, s/he will see the below appearing on screen and should click on “Create CPD Evidence” to proceed.

CPD Evidences

Edit Delete

No CPD Evidences found

Create CPD Evidence

Example Screen E4

STEP 5

By clicking on “Create CPD Evidence” as shown in Example Screen E4, the following will appear on screen (Example Screen 5), in which the user should complete all necessary sections and subsequently press “Document Upload”, in order to attach relevant document/evidence such as seminar attendance certificate etc. For each activity the user has earned CPD units for, s/he should repeat the procedure as described in current step 5. For reference on examples of relevant CPD evidence form completed, the user may return back to Example Screen E3 and instead of selecting “CPD Evidences”, to select “Managing your Continuing Professional Development (CPD)”, then “CPD Evidence Review forms” and options “CPD Evidence record example 1/ 2 and 3” respectively, will appear on screen.

Create New CPD Evidence

Membership No:

CPD Year:

Full Name:

Reference:

Description of development/learning activity:

Provided by (e.g. name of mentor/coach, course provider, research/relevant publication, etc):

Why did you choose this activity and how is it relevant to you?

When did this activity take place?

Total Units:

Verified Units:

Total units you are claiming for this activity

Units you could verify with supporting evidence

What did you learn and how did/will you apply it?

Supporting evidence:

You can record details/location of any supporting evidence here or the contact details of a third party who can substantiate completion of the activity

Document Upload:

Choose File

No file chosen

Back

Submit

Example Screen E5