

Quick Start Guide: How to be CPD home compliant

Have you have received a notification from Ahpra that you need to be CPD home compliant for 2024?



AMA CPD Home is here to help.

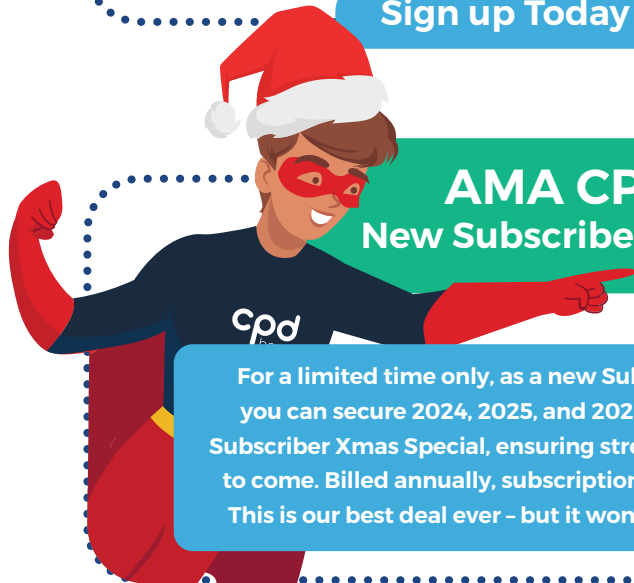
Subscribing is easy and it only takes a few minutes. Don't put your medical registration at risk.

Sign up Today



AMA CPD Home New Subscriber Xmas Special!

For a limited time only, as a new Subscriber to AMA CPD Home, you can secure 2024, 2025, and 2026 with our unbeatable New Subscriber Xmas Special, ensuring stress-free CPD tracking for years to come. Billed annually, subscriptions start at just \$12 per month. This is our best deal ever – but it won't last long so don't miss out!



What you need to do if you are a CPD Home Free Learner

- 1 Log in to [CPD Home](#)
- 2 From the Dashboard, click the **Upgrade** button
- 3 Complete the form, pay the subscription fee and keep learning!

You will be automatically upgraded from Free Learner to Subscriber. It's as easy as 1, 2, 3!



What you need to do if don't have an account with CPD Home

- 1 Go to www.cpdhome.org.au
- 2 Click the **Sign up** button on the top menu
- 3 Answer: 'What type of subscriber are you?' by selecting **Medical Practitioner** then click **Next**
- 4 Answer: 'Do you hold Specialist Registration with Ahpra?' by selecting **Yes** or **No** then click **Next**
- 5 Answer: 'Employment Type' by selecting **Full Time** if you work more than 20 hours per week on average or **Part Time** if you work 20 hours or less per week on average then click **Next**
- 6 Create your CPD Home account by completing all fields
- 7 Click **Pay Now** then follow the prompts.



AMA/ASA members

If you are an AMA/ASA member, as a thank you, we want to ensure you receive your exclusive discount, so make sure to check the box to confirm your membership status.



Self-record your 2024 completed CPD activities

Once you have written your CPD Plan by completing our easy-to-use template available from the CPD Plan menu, to self-record your 2024 completed CPD activities, simply follow the below steps.



Self-record on the CPD Home Desktop

- 1 Log in to [CPD Home](#)
- 2 From the Dashboard, click the **Upload Activity** button
 - a Click on the + sign at the top to select the appropriate domain. You will then see a list of activity types to choose from under that domain
 - b Click on an activity type to view a list of activities under that type
 - c Select the relevant activity
 - d Enter the CPD hours and minutes undertaken for that activity
- 3 Select the relevant CAPE aspect (if applicable)
- 4 If you are a specialist and the activity is relevant to the MBA's specialist high-level CPD requirements, tick the relevant box (optional)
- 5 Enter the details of the activity in the **Details** section. All fields are mandatory
- 6 Reflect on the learning you have undertaken
- 7 Click **Save**
- 8 Upload your supporting evidence anytime and remember to click **Save** again. You can upload multiple .JPG and .PDF file types, including learning notes, and review your learning activity.



Need to complete CPD activities before the end of the year?

We've got you covered. Just follow these easy steps.

Complete CPD activities with our trusted CPD Home Contributors

- 1 Go to www.cpdhome.org.au
- 2 Click **Catalogue**
- 3 **Browse** or **Search** the Catalogue for CPD activities that meet your 2024 CPD goals
- 4 Click **Register Now** or **Enrol Now** to get started. *Fees may apply.*

Learning completed externally through our trusted Contributors will be automatically uploaded to your CPD Tracker within 4 weeks unless otherwise stated.

Did you know AMA CPD Home has an app?

For CPD activity completion or tracking on the go, download our app by following the instructions below.

Once you install the CPD Home App, please follow the steps to self-record on the CPD Home Desktop above.



Have you had a break from practice in 2024 for 6 to 12 months? You still need a CPD home.

Only your CPD home can grant you an exemption or special consideration.

Once you subscribe to the AMA CPD Home, lodge your application directly from your personalised portal.

Don't wait till 31 December 2024 and risk your medical registration!

[Subscribe Today](#)



We're here to help

If you need assistance in renewing your CPD Home subscription, or more information about any of our subscription options available, CPD Home are here to support you.

How to get in touch with our ever-helpful Enquiries Team:



enquiries@cpdhome.org.au



1800 CPD HOME (1800 273 466) on Monday to Friday from 9am - 5pm (AEDT).