RACDS CPD Tracker – Instructions
General and Specialist Dentists

1. Navigate to www.racds.org

2. Navigate to the CPD webpage

3. Sign into the website using the link on the top right corner. Please contact the College if you require assistance with your username or password

4. Click the button ‘RACDS CPD Tracker’
5. The tracker at the top of the screen shows your progress for the current Dental Board of Australia (DBA) cycle. This will update automatically when you enter a new CPD record (you will need to refresh your browser).

Total CPD Hours Achieved for 1 Dec 2016 to 30 Nov 2019 CPD Cycle

20%

Percentage of CPD Hours Achieved for the CPD Cycle

12

Total CPD Hours Achieved for the CPD Cycle

Target: 60

6. To record a new CPD entry, click the plus (+) symbol next to CPD Activities

CPD Activities

<table>
<thead>
<tr>
<th>Cycle</th>
<th>CPD Start Date</th>
<th>CPD End Date</th>
<th>Activity</th>
<th>Course Provider</th>
<th>Description</th>
<th>CPD Hours</th>
<th>Evidence</th>
</tr>
</thead>
</table>


7. Complete the required fields then click ‘Save and Close’

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cycle</td>
<td>(None)</td>
</tr>
<tr>
<td>CPD Start Date</td>
<td></td>
</tr>
<tr>
<td>CPD End Date</td>
<td></td>
</tr>
<tr>
<td>Activity</td>
<td>(Select)</td>
</tr>
<tr>
<td>Type</td>
<td>(None)</td>
</tr>
<tr>
<td>Course Provider</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>CPD Hours</td>
<td>0.00</td>
</tr>
</tbody>
</table>

No documents have yet been provided.

[Upload document]

[Save & Close]  [Cancel]
8. To export a report of your CPD, enter your search criteria and click ‘find’

Report and Export

* CPD Start Date on or after
  1/01/2019

* CPD End Date on or before
  31/12/2021

Find

Please enter your search criteria to view results

9. Click ‘export’ and choose your preferred format

Export

- Word
- Excel
- PDF
- CSV
- XML