

Using 1CPD to provide your CPD evidence for CCAB renewal

Log into RCVS 1CPD online via: <https://onecpd.rcvs.org.uk/login/?next=/>

- NB: this must be the **web version**, not the app



Welcome to 1CPD and VetGDP

Log in below with your RCVS My Account credentials to use the web versions of our 1CPD or VetGDP digital recording platforms.

My Account username*

Password*

Log in

Input your details and log in

NB your account username may not be your email address or RCVS number, you will have inputted an individual account name at some point.

On the next page, click on **Reports**



Home My activities Plan Record Reflect

Deadlines Pause CPD Reports Help

2024 CPD summary for vet/nurse name

You are compliant for the 2024 CPD year.

Recorded

52.5 / 35 hours

Reflected

46 / 35 hours

Then click on **Export my CPD activities and reflections** to download an Excel spreadsheet



Home My activities Plan Record Reflect

Deadlines Pause CPD Reports Help

Export my data

- Annual CPD report
- Export my CPD activities
- Export my CPD activities and reflections

Find your spreadsheet in your downloads folder and check these four short points:

- Add a total/“sum all” cell at the base of your **hours** column to show you have completed 30 or more hours this year
- Remove any rows from the spreadsheet which do not meet the requirements for CCAB Certification CPD (www.ccab.uk/renewals)
 - For example, surgical technique CPD, relevant for your RCVS renewal but which you do not feel is relevant to your CCAB renewal
- Ensure a minimum of 30 hours CPD has reflection listed in **columns J, K and L** on the spreadsheet (headed “How did this CPD relate to your learning objectives and plan?”, “What are the key things you learned?” and “What impact has the CPD undertaken had on you as a professional or in your role?”)
 - If you have inputted reflection in 1CPD, but it is not showing in these columns, you may have inputted it as **free** rather than **guided** reflection.

The image shows two side-by-side screenshots of the 1CPD app. Both screens are titled 'Reflect on Activity'. The left screen shows 'REFLECTING ON: AWF discussion day - 13/5/24 - 4h' with 'Guided' selected. The right screen shows the same activity with 'Free' selected. Both screens have a 'Save reflection' button at the bottom. Two green arrows point from the text in the list above to the 'Free' and 'Guided' buttons on the app screens.

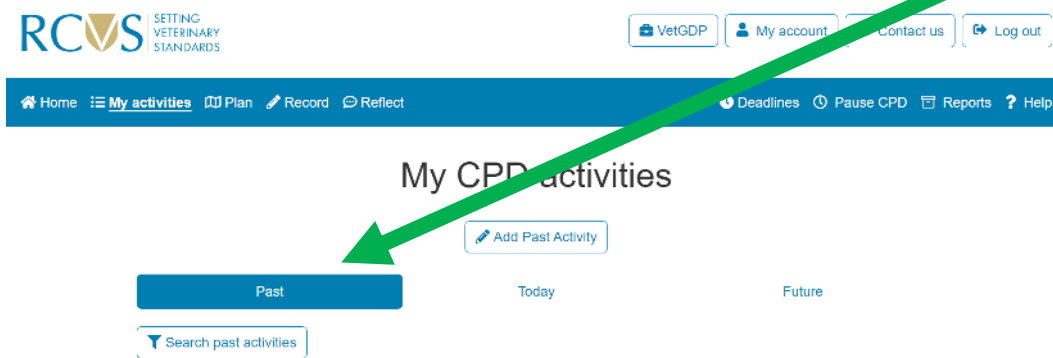
*Currently, the 1CPD app can only export **guided** reflection. CCAB Cert have offered feedback on this and requested the RCVS consider export of **free** reflection too. CCAB Cert recommending recording **guided** reflection to facilitate quick export until the programme is adapted.*

- For guidance on retrieving free reflection, see the last page of this guide.
- If you are using CPD to meet your species-specific requirements for renewal (www.ccab.uk/renewals) please state which species each relevant CPD is specific to in the **objective_title** column
 - **NB** this will *not be* needed for the majority of practitioners

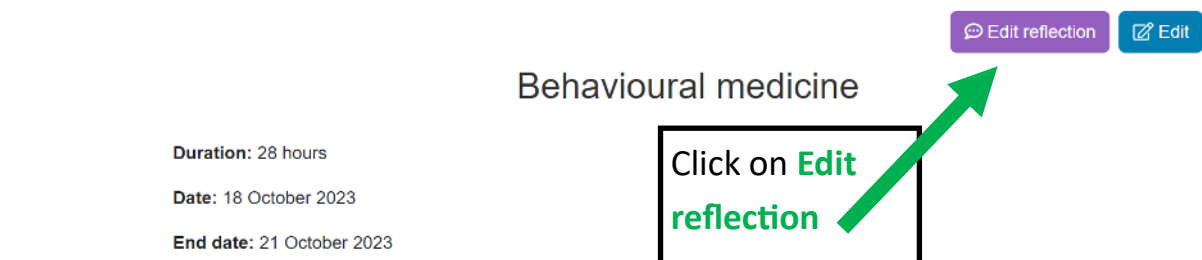
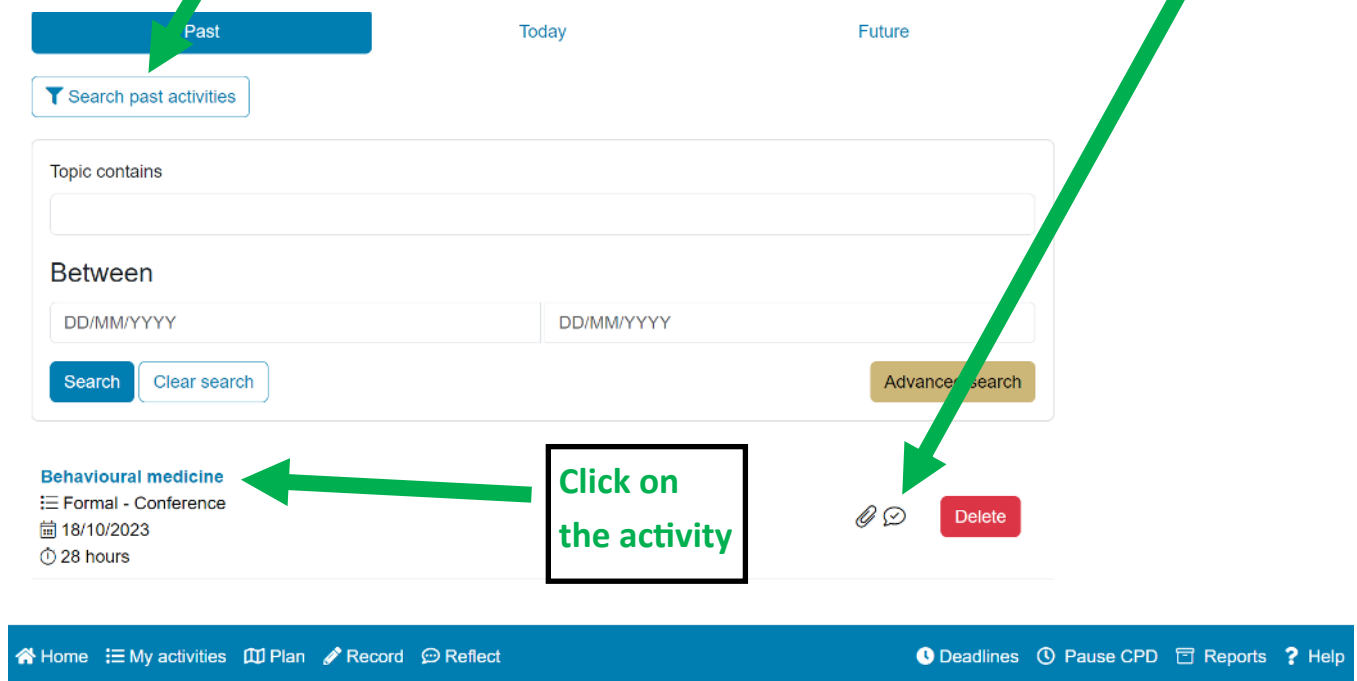
**Your spreadsheet is ready to send to CCAB Certification.
No other CPD evidence is required.**

Retrieving *free* reflection from 1CPD:

- Go to <https://onecpd.rcvs.org.uk/activities/> and click the **past** tab



- Either **search for a specific CPD** or scroll until you find a CPD **you have reflected on**, which is not showing reflection in your spreadsheet (columns J, K and L)



- Then copy and paste your reflection from the 1CPD page into the spreadsheet

ALTERNATIVELY; free type your reflection comments into the spreadsheet in column J, K or L (only one of these needs to be completed for CCAB Certification renewal).

Remember that CCAB Certification only require reflection on 30 hours of CPD, even if you have completed and listed more hours CPD.