

CCAB CPD Records Guidance 2025

Due to recent changes in the requirements for CPD records there were unfortunately a large proportion of CCABs who were not fully compliant regarding the reflection component. As we feel it would be unfair and challenging for these records to be amended retrospectively, we are issuing this guidance to help you with keeping your 2025 records. ***Any CCABs who are not fully compliant with this guidance when renewing for 2026 will be requested to provide additional information or may be at risk of being removed from the register.***

What is reflection?

Reflection is a crucial part of the learning process for effective CPD and involves you actively considering your on-going learning. We have amended the columns in the excel spreadsheet in line with those used by the Royal College of Veterinary Surgeons (RCVS) to make this process clearer and structured. This involves answering three questions as follows:

1. How did this CPD relate to your learning objectives and plan?
 2. What are the key things you learned?
 3. What impact has the CPD undertaken had on you as a professional or in your role?
- Please **ONLY use the supplied excel spreadsheet** for your records, unless you are also a veterinary professional and are submitting CPD records using the 1CPD RCVS system.
 - There is no longer a requirement to carry out CPD in specific categories. This is in line with current RCVS guidelines due to the new requirement for reflection to evidence learning.
 - If you have attended larger conferences with multiple speakers, **each talk that you attended should be listed and reflected on separately**. For example, if you attend the *Canine Science Forum* this should not be listed as one event. Instead, name each lecture you watched at the event and reflect on each lecture individually.
 - If you are the provider of CPD/teaching/mentoring to others, in order to be able to use this for your own CPD hours you must reflect on what you have learned from delivering the course/lecture or supporting students.
 - The vast majority of CCABs do far greater than the required 30 hours. **We do not need to see reflection for additional hours beyond the required 30** although for your own benefit we do still advise reflecting on all the CPD you do.