



User instructions for the Irish College of GPs CPD Accreditation Platform

The URL for the CPD Accreditation Platform is <https://www.icgp.ie/go/cpda>

Log into the Accreditation platform using your www.irishcollegeofgps.ie log in details. Note that you do not have to be a GP or member of the College to set up a website account, and each user of the site should have their own account rather than sharing credentials.

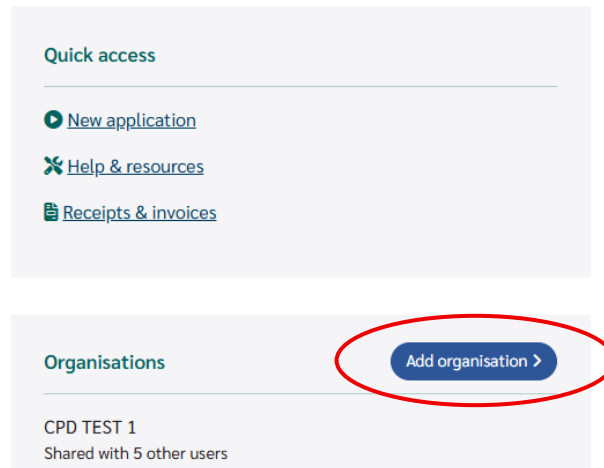
Please be sure that you have reviewed the [Irish College of GPs Guidelines for CPD Accreditation](#) thoroughly before making an application, as once the application has been submitted any fees paid are non-refundable and non-transferable.

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Adding an organisation to your account

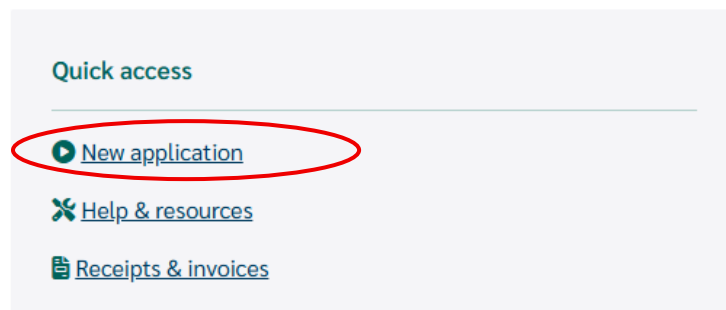
In order to make applications you will need to be associated with an organisation. You can see the organisations you are associated on the left side of your dashboard, below the Quick Access menu.



If you do not have any organisations listed here, or you want to submit an application for a different organisation, click **Add Organisation**. You will need to supply details of the organisation you want to have added to your account. The College PCS administration team will set this up for you, or add you to the existing organisation if it has already been set up, usually within a couple of days. You will get an email when this is ready or if there are any questions.

Starting a new application

To start a fresh application, click New Application at the top of the Quick Access menu to start an application.



You will need to make three selections to set up a new application.

1. Select the organisation for the application.

* Select applicant organisation

☐ **CPD TEST 1**
CPD TEST 1 will be organising your new activity.

☐ **A different organisation**
A different organisation will be organising your new activity.

2. Choose whether this is a College or Non-College activity.

* Type of application

☐ **Non-Irish College of GPs Activity**

Apply for accreditation of education activity relevant to GPs being organised by an external provider.

☐ **Irish College of GPs Activity**

Apply for accreditation of Irish College of GPs education activity.

If you are unsure whether your activity qualifies for College status please contact us before submitting your application.

3. Select the activity format.

* Describe your activity

☐ **Offline activity: Fixed dates & locations**

One or more offline activities that take place at predetermined dates/times.

☐ **Online activity: Live broadcast/meeting/etc.**

One or more online activities that take place at predetermined dates/times.

☐ **Online activity: On demand**

Online activities that can be engaged with at any time.

☐ **Extended course**

Modules or courses that span several weeks, and may involve both online and offline elements.

- **Offline Activity – fixed dates and locations:** activities with at least one mandatory element taking place in person. You must have details of the location and dates finalised before submitting and include these in the application.
- **Online Activity – live broadcast:** activities with no in-person element and at least one mandatory element taking place online at a specific date and time, such as a webinar or live video meeting.
- **Online Activity – on-demand:** activities which are entirely online and accessible to users at any time, such as an e-learning module. Accreditation for these activities covers twelve months from the approval.
- **Extended course:** activities where participants must complete a number of activities over several weeks or months, such as a course with multiple meetings. These activities can be online, off-line, or a mix.

Please get in touch before submitting your application if you are not sure which activity format applies to your situation.

Cloning an application

Alternatively, you can choose to start a new application by cloning a previous application. This will bring over most of the details provided previously as a draft, allowing you to edit and make changes before submitting.

Note that a cloned application will have **the same organisation, College status, and activity format** as the original application. To change any of these elements you would need to start a new application from scratch. For example, an application for an online activity with live broadcast cannot be cloned to create an application for an on demand online activity.

To clone an application, click All Applications at the right of your dashboard, in the Recent Applications area.

Recent applications

All applications >

Scroll down to find the application you want to clone and click Clone.

Course 63 ARN 387691 · Online activity: Live broadcast/meeting/etc.	CPD TEST 1	Approved	Clone
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You will be immediately brought into the newly cloned application. You can update any of the information that has been copied over, and you will need to add dates, documentation, and confirm any mandatory declarations before submitting.

Preview the application fields

Note that the wording for some fields may vary depending on the type of application.

* Details of Application

Title of Activity

Expected Number of Attendees (Per Instance of Activity)

Percentage attendance/participation per discipline, if applicable

Number of occasions of the exact same activity (NB date and venue must be provided for each occasion, otherwise it will not be possible for us to review the application)

Duration of educational activity in days & hours – *You should not include registration, opening/closing speeches, breaks, etc.*

* Medical or Lead Organiser

➤ *Responsible for ensuring the scientific validity and objectivity of the educational content. N.B. A medical organiser is required for clinical events.*

Name & title

Organisation

Address

IMC (or other regulatory body) registration number

Email address

* Educational Aims & Objectives

➤ *Please detail specific knowledge, skills and attitudes that will be addressed during the activity.*

Following participation/successful completion of the educational activity the participant will be able to...

* Learning Methods

➤ *Please tick all that apply.*

☐ Lectures

☐ Tutorials

☐ Demonstrations

☐ Practicals

☐ Workshops

☐ Discussion Groups

☐ MCQs/Quizzes

☐ Individual performance review

☐ Videos/Recordings

☐ Interactive digital elements

Other (Please specify)

* Evaluation

Please provide a description of the evaluation method(s) to be used – (e.g. delegate feedback form, assessment tools, etc.)

☐ I agree to include a question in the feedback/assessment of this activity about how it has influenced participants' practice of medicine.

* Domains of Good Professional Practice

- | | |
|--|--|
| Patient safety & quality of patient care | ☒ Not relevant ☐ High relevance |
| Management (including self management) | ☒ Not relevant ☐ High relevance |
| Relating to patients | ☒ Not relevant ☐ High relevance |
| Professionalism | ☒ Not relevant ☐ High relevance |
| Communication & interpersonal skills | ☒ Not relevant ☐ High relevance |
| Collaboration & teamwork | ☒ Not relevant ☐ High relevance |
| Scholarship | ☒ Not relevant ☐ High relevance |
| Clinical skills | ☒ Not relevant ☐ High relevance |

* Continuous Professional Development

➤ The Medical Council has identified the following key areas for the continuous professional development of doctors. Select any that are relevant to the activity.

- | | | |
|---|---|--------------------------------------|
| ☐ Consent | ☐ Doctors' Wellbeing | ☐ Prescribing |
| ☐ Record Keeping | | |

* Sponsorship & Costs

Is your activity being sponsored in full or in part?

☒ Yes ☐ No

Names of all sponsors, including applicant organisation if commercial/private.

Sponsor's connection to the activity (e.g. organiser, unrestricted grant, honoraria, sponsorship of prizes, meals)

Amount of Sponsorship

☐ I declare that the sponsorship for this activity conforms to the sponsorship rules outlined in the [Guidelines for CPD Accreditation](#), including that all sponsorship must be documented in writing, and that sponsors may not influence the content of education.

Is this activity being run by a not-for-profit organisation?

☐ Yes ☒ No

Is there a registration fee for this activity?

☒ Yes ☐ No

* Supporting Documentation

➤ Please ensure that you provide at minimum a detailed agenda, including titles or topics for each presentation, the name and role of each presenter, and individual start & finish times for each element of the agenda. Copies of the invitation and any marketing material should be included if available. For online modules, please provide a link and access details if necessary.

Drag & Drop your files or [Browse](#)

* IMC Declarations

➤ Please review and acknowledge the following declarations.

☐ I declare that this application conforms to the [College Guidelines for CPD Accreditation](#). I understand that a breach of the Guidelines or [Sponsorship Policy](#) constitutes unprofessional behaviour. Any such breach will be thoroughly investigated and may lead to sanctions. The Irish College of GPs reserves the right to carry out verification of the activity.

☐ I declare that no marketing including self-promotion or the display of logos/trade names will happen in the same room as the education within thirty minutes of education occurring. Learners can engage with any digital/online components without being presented with product promotion.

☐ I declare that the educational content of this activity is evidence-based and impartial, and the content and planning has been uninfluenced by commercial interests.

☐ I declare that all those involved in the content of this activity have provided financial disclosures and that any conflicts of interest will be mitigated in line with the [Irish College of GPs CPD Accreditation Guidelines](#). Evidence of the collection and mitigation of disclosures must be retained for the current PCS year plus two years.

* Public Calendar

➤ You are considered the point of contact for this activity. Following approval, your details will be forwarded to our web editor for inclusion on our listing of CPD-accredited activity, and events calendar. Contact information entered here will be viewable by the general public, and any queries regarding this activity will be directed to it.

Would you like this activity to appear in our public calendar of accredited events?

☒ Yes ☐ No

Please provide a web or email address for queries – Note that this will be displayed publicly in the calendar.

* Occurrences of Activity

➤ Please complete details of your activity/activities below.

Title

Start Date

End Date

Location

[event title]



* For online activity types, you will be asked for a URL instead of a location. For on-demand activities you will be asked for a start date for the 12-month approval period.

* Privacy and Retention

☐ I confirm that we will retain documentation of this activity, including but not limited to attendance sheets and content such as presentation slides, per Medical Council requirements, for a minimum of three years.

☐ I understand and agree to abide by the [Irish College of GPs Privacy Policy](#), the European General Data Protection Regulation (GDPR), and any other relevant Irish legislation in respect of this activity.

* Additional Information

➤ Any additional details for the review of this application?

Additional Details

At the end of the application, Non-College applicants will be shown the fee calculated according to the scale of fees and have the option to add CPDR codes. If you have any questions about the fee please contact us before paying as fees are non-refundable. Details of the scale of fees can be found in the Guidelines for CPD Accreditation, which can be found on [our website](#) along with the CPDR Code Policy.

* CPDR Codes

The fee for this application is €300. Would you like us to generate CPDR code(s) for your activity, for an additional, non-refundable €100? By selecting this option, you agree to the terms & conditions outlined in the [College's CPDR Code Policy](#).

Generate CPDR code(s) for this activity?

☐ Yes ☒ No

[Read more about CPDR codes and the Irish College of GPs PCS ePortfolio >>](#)

You must click the Finalise Application button to submit your application. College staff cannot see or process your application until it has been submitted.

After submission

You can check the details of your application after you have submitted it.

1. Find the application in the list of either Recent Applications or All Applications, and click to open.
2. You will see the status of the application and a quick overview of the dates you have applied for with credits and study leave. **If you have CPDR codes assigned, they will appear here.**
3. Click View Application Details to see how you answered the application questions.

The screenshot shows a dark green header with 'ARN' and '✓ Application approved'. Below this, 'Application approved' is written. A link 'View application details' is circled in red. Underneath, the title 'Donegal GP Trainers Workshops' is followed by details: 'Date: Wednesday 11 February 2026', 'Venue: Education Centre, St Conal's, Letterkeny, Donegal, Donegal, Co. Donegal', and 'Entitlements: Approved for 10 days of GMS study leave and 10 ACE credits'. At the bottom, 'CPDR code:' is followed by a redacted area, also circled in red.

If you need to make changes to anything in a submitted application, please contact the College on CPDAccreditation@icgp.ie

Editing your application

Once submitted, you will not be able to make changes to your application. If you do need to make a change please contact the College. We can either return the application to you or make small amendments on your behalf (e.g. correcting an email address).

If College staff need you to make amendments or additions to your application, you will see the application return to your dashboard with the status **Action Required**.

Recent applications

[Course C - Julie](#) (Action required)
Online activity: On demand

Click on the application title to open it. You will see a message from College staff telling you what you need to do in the green box below the  ARN.



ARN 386443

! Application action required

instructions will appear here

[Continue application process](#) · [Delete this application](#)

To make the required changes or include additional information click Continue Application Process. You will be brought back into your application form and can make any changes.

When you get to the final screen, you will see the message **Your application is ready for resubmission**. You must click the Finalise application button on this page in order to resubmit it to the College.

Questions?

The Irish College of GPs PCS Team is here to support you with any questions. If you are unsure of any aspect of the application form or are encountering any technical issues please email us on CPDAccreditation@icgp.ie or phone the College on 01 676 3705.