CPD Diary

How do I create a CPD diary entry?

1. Login to the ATA website
2. Navigate to My Portal and select Access CPD Diary, under the Professional Learning tab
3. Select Add Activity
4. Complete the Entry Date i.e the day you are creating the entry
5. In Activity, select ATA On-Demand Resource
6. Select the relevant PD Activity Title
7. Enter the Started and Completed date i.e the date/s you completed the resource
8. Add one (1) CPD Point
9. Add a comment, if applicable
10. Select Choose file, and browse your digital files for your worksheet or notes
11. Upload the file/s
12. Select Save and return

Once verified your CPD Entry and Certificate will appear in your CPD diary.

Live CPD events
When you attend a live web event, a CPD diary entry will automatically be created for you. The entry and your Certificate of Attendance will appear in your CPD Diary within a few days of attending the event. Non-members can attend the live web events free of charge, but will be required to upgrade to membership to access their diary entries and certificates.