

How-to guide to obtain a CPD certificate with formal credits



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Introduction

CPD is a mandatory requirement for all registered BER assessors, who must undertake a minimum of 20 CPD credits per calendar year.

Due to the differences in methodology, assessors who are both domestic and non-domestic must undertake a minimum of 20 credits per calendar year relevant to their role as a domestic BER assessor and a minimum of 20 credits per calendar year relevant to their role as a non-domestic BER assessor. Where a CPD activity is relevant to both domestic and non-domestic practice, the same credits can be used to meet the requirements for both.

A minimum of 50% of CPD activity (10 credits) per year must be formal, the remaining 50% (10 credits) can comprise either formal or informal relevant professional learning.

Further information on the CPD policy can be found [here](#).

Purpose

The BER team run a number of webinars throughout the year and this document details the process involved on how to obtain a CPD certificate with formal CPD credits for webinars that the BER team host.

The quiz will be the mechanism that all CPD certificates will be awarded through, regardless of whether a BER assessor attends the live webinar or watches back on demand at a later date.

All assessors must complete the accompanying webinar quiz **and** achieve 100% to receive formal CPD credits. We note that there is no limit to the number of times an assessor can attempt the quiz but there will be deadline date as to how long the quiz will be available, which will be noted on each webinar.

This document will assist you in completing the webinar quiz and obtaining a CPD certificate with formal CPD credits.

Process

To obtain a CPD certificate with formal CPD credits you are required to watch the relevant webinar – either live or on demand, complete the accompanying quiz and obtain a result of 100%.

You can complete the quiz as many times as you like.

The link to the webinars and the accompanying quiz can be found in the members area and the BER assessor newsletter.

After you have watched the webinar, click on the link to the quiz or the QR code. This information will be shared at the webinar, it will feature in the following newsletter and on the members area.

The quiz will be available for two months after a webinar takes place i.e., if a webinar was held on the 18th of June, the quiz will be available until the 31st of August and if a webinar was held on the 16th of July, the quiz will be available until the 30th of September.

To begin, you must enter your details as per the screenshot below.

Please ensure that your assessor number is accurate as this is required to issue you with the CPD certificate.

CPD Webinar 18 June Quiz

Watch the webinar and complete this webinar and receive over 80% to obtain 1.5 CPD credits

* Required

1. Name *

name

2. Registered Email *

@gmail.com

3. Assessor Number - this is important to enter correctly as your CPD points will be assigned via this *

1234567

Next

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Microsoft 365

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Click on **next** to bring you to the questions related to the webinar.

Answer all of the questions and then click **submit**.

CPD Webinar 18 June Quiz

CPD Webinar Quiz

View results at end to ensure you have scored 100% to obtain CPD credits. If not you can retake the assessment.

4. When does the BER CPD calendar year run? (select one)
(1 Point)

Assessor's renewal date the following year

1st January to 31st December

1st April to 31st March

1st September to 31st August

5. What is the minimum requirements in terms of CPD credits per calendar year? (select one)
(1 Point)

15

10

20

25


6. What year was the BER exam retired? (select one)
(1 Point)

2021

2020

[Back](#) [Submit](#)

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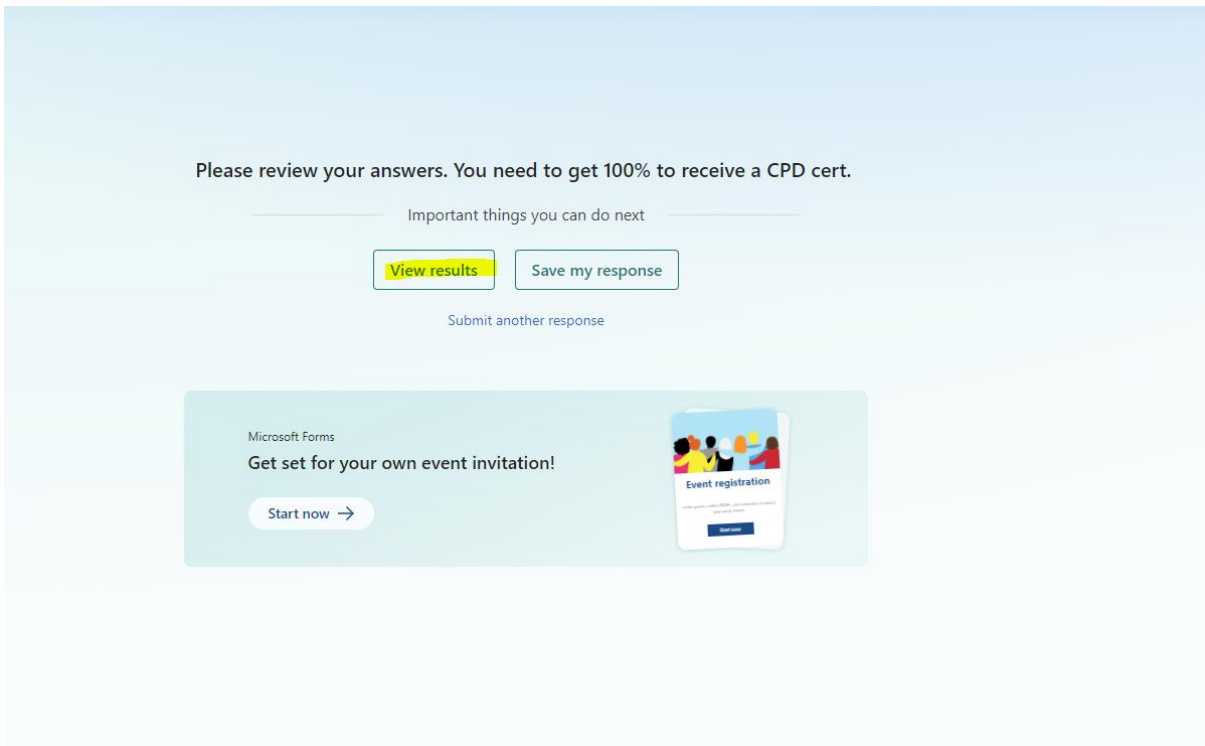
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You will see the below screen and you will need to select '**view results**' to see your score.



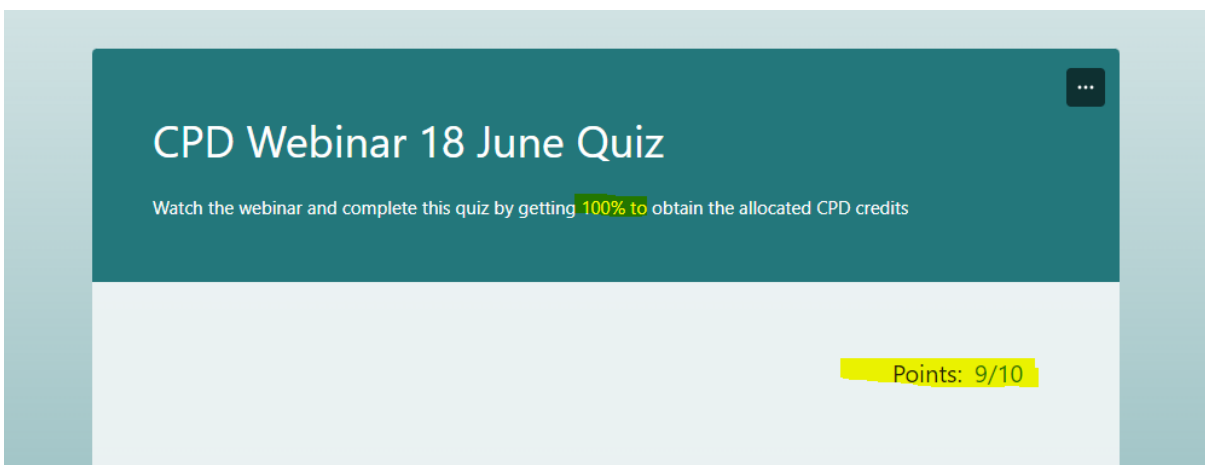
At the top right of the screenshot below you will see your score.

You are required to get full marks (100%) e.g., 10/10, 5/5.

You can review your answers here, observing what has been answered correctly or incorrectly.

If you receive full marks, you are not required to take any further action and a CPD certificate will be issued to you in the following week.

If you do not receive full marks you will need re take the quiz.



✓ **Correct** 1/1 Points

6. What year was the BER exam retired? (select one)

2021 ✓

2020

2022

2023

✗ **Incorrect** 0/1 Points

7. What is the minimum amount of **formal** CPD each assessor is required to undertake per year?

If you do not receive full marks you will need re do the test.

Click on the link to the quiz again or click on '**Go back to thank you page**' and click on '**Submit another response**'.

2

4

Sign in to Microsoft 365 to keep the information with you. g your response.

Save my response

Go back to thank you page

Microsoft 365

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Please review your answers. You need to get 100% to receive a CPD cert.

Important things you can do next

View results

Save my response

Submit another response

Microsoft Forms

Get set for your own event invitation!

Event registration

Additional information

In some instances, i.e., if a third party runs a webinar and it is not possible to record the webinar, accreditation of formal CPD credits will be dependent on attending the live webinar but this will be communicated in advance.

If an assessor does not receive full marks in the quiz or watches the webinar back on demand without completing the quiz, the webinar can still count as informal CPD.

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