

# CPD Tracking Module Checklist

For professional bodies comparing or configuring the CPD module inside membership or association management software.

## How to use this checklist

This checklist covers one functional module within a wider membership management or association management system. Mark what your association needs, add your policy decisions, and ask shortlisted vendors to demonstrate the difficult cases using realistic member data.

|                    |  |
|--------------------|--|
| Association        |  |
| Reviewer and date  |  |
| Shortlisted system |  |

## CPD rules

| Check                    | Requirement or decision                                                                    | Notes |
|--------------------------|--------------------------------------------------------------------------------------------|-------|
| <input type="checkbox"/> | Define the period, measure, total target, and member groups covered by each CPD framework. |       |
| <input type="checkbox"/> | List mandatory and optional categories, minimums, maximums, and overall totals.            |       |
| <input type="checkbox"/> | Define carry-over, caps, pro-rating, extensions, exemptions, and grace periods.            |       |
| <input type="checkbox"/> | Keep the exact rules that applied to each completed historical period.                     |       |

## Activities and evidence

| Check                    | Requirement or decision                                                                                                    | Notes |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------|-------|
| <input type="checkbox"/> | List every permitted learning activity and the units it can earn.                                                          |       |
| <input type="checkbox"/> | Define what evidence, reflection, declaration, or supervisor confirmation each activity needs.                             |       |
| <input type="checkbox"/> | Accept member-entered learning, association event attendance, learning-platform data, and authorised imports where needed. |       |
| <input type="checkbox"/> | Keep replaced evidence as an earlier version rather than silently overwriting it.                                          |       |

## Review

| Check | Requirement or decision                                                                          | Notes |
|-------|--------------------------------------------------------------------------------------------------|-------|
| [ ]   | Decide which submissions are accepted automatically and which require review or sampling.        |       |
| [ ]   | Route work to the correct reviewer by category, credential, or member group.                     |       |
| [ ]   | Allow accept, partial accept, return for information, reject, and authorised exception outcomes. |       |
| [ ]   | Record the reviewer, date, accepted units, reason, and evidence used.                            |       |
| [ ]   | Give the member a clear reason and next action after every review result.                        |       |

## Calculation and exceptions

| Check | Requirement or decision                                                                      | Notes |
|-------|----------------------------------------------------------------------------------------------|-------|
| [ ]   | Show accepted, pending, rejected, and outstanding units separately.                          |       |
| [ ]   | Explain why an activity counted toward one category but not another.                         |       |
| [ ]   | Record the original target, adjusted target, authority, reason, and expiry for an exception. |       |
| [ ]   | Test a member who meets the total but misses one mandatory category.                         |       |
| [ ]   | Prevent next year's rule change from rewriting a completed result.                           |       |

## Credentials, renewal, and reporting

| Check | Requirement or decision                                                                               | Notes |
|-------|-------------------------------------------------------------------------------------------------------|-------|
| [ ]   | Decide whether CPD affects general membership, a credential, practising status, or selected benefits. |       |
| [ ]   | Keep membership and credential results separate where the organisation treats them differently.       |       |
| [ ]   | Show members what is outstanding before renewal is due.                                               |       |
| [ ]   | Report by framework, period, member group, category, evidence state, and compliance result.           |       |
| [ ]   | Export the activity, evidence, review, exception, and result history needed for audit or appeal.      |       |

## Vendor demonstration notes

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**Next step**

Use the completed checklist to write a short brief: must-have rules, acceptable workarounds, data to migrate, integrations to confirm, and three scenarios every vendor must demonstrate.