

CPD Portal Guide

How to make the most of the SPM Member Portal

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The Dashboard is your home base — a real-time view of your CPD progress, upcoming events, and membership status all in one place.

STEP-BY-STEP

- 1 Check the progress ring at the top to see your attained vs. required CPD points at a glance.
- 2 Review the KPI cards below for a breakdown: surplus from last year, points to carry forward, pending entries, and completed webinars.
- 3 Scroll down to see your Recent Activities list and any open concerns you've raised.

KEY TIPS

- Pending points are entries awaiting admin approval — they don't count toward your target yet
- KPI cards show surplus from last year and points you can carry to next year
- Your membership renewal status is shown in the top KPI card

Earned CPD outside of SPM webinars? Log it here — conferences, workshops, self-study, publications, teaching, and more are all eligible.

STEP-BY-STEP

- 1 Click the "+ Log CPD Activity" button on the Dashboard hero section.
- 2 Choose your activity type: select from a pre-approved SPM course, enter a manual activity, or log a voluntary professional contribution (Cat. 2 or 3).
- 3 Fill in the details — title, date, category, and points earned — then upload your certificate or proof of attendance.
- 4 Submit the form. Your entry will show as "Pending" until an admin approves it.

KEY TIPS

- Upload a clear certificate or attendance receipt for faster approval
- Choose the most accurate category — it speeds up admin review
- Rejected entries can be edited and resubmitted from the Recent Activities list

Access SPM's library of recorded webinars. Purchase a session, watch it at your own pace, and earn CPD points automatically.

STEP-BY-STEP

- 1 Go to "Past Webinars" from the sidebar. Browse the available sessions and click one to view details.
- 2 Click "Purchase" and follow the payment instructions — pay via PayNow or bank transfer, then upload your transaction screenshot.
- 3 Once your payment is verified by admin, the video will unlock in "My Webinars".
- 4 Watch at least 75% of the video. CPD points are awarded automatically upon completion.

KEY TIPS

- Your purchased webinars are always accessible from "My Webinars" in the sidebar
- Points appear in your dashboard once the video is marked complete
- Include your accreditation number in the payment notes for faster verification

Join SPM's scheduled live webinar sessions via Zoom. Register, attend, and earn CPD points — all tracked automatically.

STEP-BY-STEP

- 1 Go to "Live Webinars" from the sidebar to see upcoming sessions with dates and CPD points on offer.
- 2 Click "Register" on the session you want, then complete your payment via PayNow or bank transfer and upload the screenshot.
- 3 Once payment is verified, you'll receive the Zoom link via email.
- 4 Attend the live session. SPM will extract the Zoom attendance report and award your CPD points within a few days.

KEY TIPS

- The Zoom link is only sent after your payment is confirmed
- Attendance is checked against the Zoom report — join with your registered email
- Points appear in your Dashboard automatically after the session is processed

CPD runs on an annual January–December cycle. Here's how surplus, deficits, and carry-forwards work so you always know where you stand.

STEP-BY-STEP

- 1 Your yearly target is set by your accreditation tier (e.g. PPD = 20 pts, CPM = 15 pts). Check your tier in the Dashboard [here](#).
- 2 If you earned more than required last year, the surplus carries forward once to help meet this year's target.
- 3 If you fell short last year, the deficit is added to this year's requirement. Make it up early!
- 4 Points earned this year that exceed your target can carry forward to next year — visible in the KPI cards.

KEY TIPS

- Surplus from last year is applied automatically — no action needed
- Deficits increase your current year requirement, shown in the progress ring
- Start earning points early in the year to avoid a year-end scramble

Apply for SPM accreditation (AssocPM, CPM, PPM, or PPD) directly through the portal. Track your application status and manage all submissions in one place.

STEP-BY-STEP

- 1 Click "Accreditation Application" under "My Accreditation" in the sidebar, or go to the Apply page.
- 2 Select your desired accreditation tier (AssocPM, CPM, PPM, or PPD) based on your experience and qualifications.
- 3 Complete each section of the form: Personal Info, Employment, Academic Qualifications, Professional Affiliations, Proposer & Seconded details, and supporting documents.
- 4 Your Proposer and Seconded will receive an email to verify their endorsement — you can track their status from the application dashboard.
- 5 Once all sections are complete, review and submit. Pay the application fee via PayNow and upload your payment screenshot.
- 6 Track your application status (Submitted ! Payment Verified ! Committee Granted/Rejected) from "My Application" in the sidebar.

KEY TIPS

- Save your progress as a draft — you can return and complete it later
- Both your Proposer and Seconded must verify via email before the application is considered complete
- Upload all supporting documents (CV, certificates, project reports) in PDF format for faster processing
- Download your accreditation certificate anytime via "Download Certificate" once granted

Spotted a discrepancy in your CPD record? Use the Raise a Concern feature to flag it directly to the SPM Secretariat for review.

STEP-BY-STEP

1

Click "Raise a Concern" on the Dashboard (found in the KPI cards area or the floating button).

2

Describe the issue clearly — include dates, point amounts, and what you believe is incorrect.

3

Attach any supporting documents (certificates, screenshots, etc.) to help the admin team resolve it.

4

Submit and track your concern's status (Open! In Review! Resolved) from your Dashboard.

KEY TIPS

- Be specific about which entries or sessions are affected
- Attach proof to significantly speed up resolution
- You'll see admin responses directly on the concern card once reviewed