

Dear CPD Providers

Yesterday the **attached** email was sent to all WA certificated practitioners. As stated in the email all completed CPD activity attendance records are to be uploaded by providers to the Board's CPD Management System (**CPDMS**) by 30 April 2022.

For information relating to the uploading of your activities to the Board's CPDMS, please refer to the following links.

- [CPDMS FAQs and Upload Sheet](#)
- [Past correspondence sent to CPD providers](#)
- [Upload Troubleshooting guide](#)

CPDMS Known Issues

Some providers will be aware that the CPDMS has encountered some teething problems in its initial stages of launch, including:

- Inability to view uploads or amend them;
- Duplication of points where an activity has been uploaded a number of times;
- Errors in practitioner ID's and thereby the allocation of points to the correct practitioner ID;
- Errors in the allocation of points by providers; and
- Missing data such as event dates, provider name and attendance duration.

Currently, approved providers are unable to make corrections to uploaded data. However, the Board will soon be launching the next phase of the CPDMS development which will include enhanced functionality for providers to better correct uploaded data. In the meantime the Board has received a large volume of requests from providers to correct data and will be correcting the known errors in due course.

The Board's IT team are currently testing the new functionalities are pleased with the progress thus far. We hope to launch the new facility to providers very soon. Please continue to bear with us, we are working through the requests and will be in touch.

Responsibilities for Uploading

We have received a number of queries relating to who should be uploading the data. Only **approved** CPD providers (QA providers and non-QA providers) are able to upload practitioner participation and points to the Board's CPDMS system having taken carriage of the event, ensuring the activity is relevant to the legal profession and sign in and out times are recorded.

Access to the system is provided to CPD contacts of approved CPD providers upon written request.

Data Corrections

Where a practitioner has contacted a provider due to an activity being incorrect on their record, please contact the Board by email and provide the related upload file for amendment with details of the amendments required.

Where an upload file cannot be uploaded to the CPDMS, please refer to our [trouble shooting guide](#). If you are still unable to correct the error please provide a screenshot of the error and the upload file to the Board for resolution.

We trust we will be able to provide a much more user friendly system in the coming weeks and thank you for your understanding.

Kind Regards,

CPD Operations Team
Legal Practice Board of Western Australia