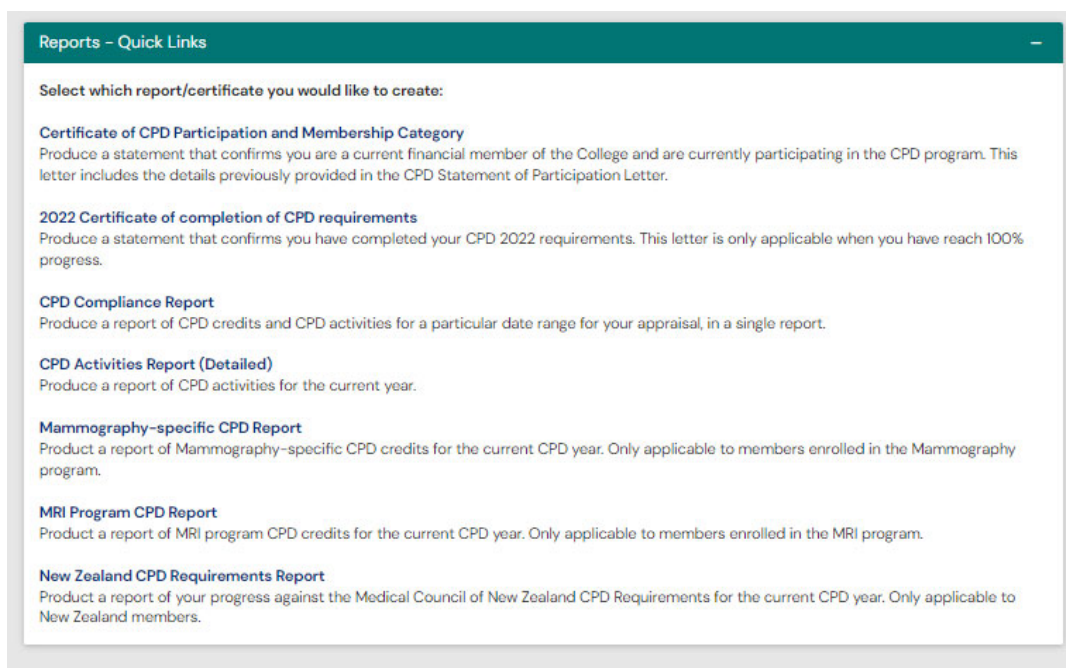


## How to Download your 2022 Certificate of Completion of CPD Requirements

1. Login to MyRANZCR from the RANZCR website [www.ranzcr.com](http://www.ranzcr.com)
2. On the Home page of MyRANZCR, select “RANZCR ePortfolio”
3. In the top left of the screen change your dashboard view to the “CPD Dashboard”
4. Scroll down the page until you reach the box labelled “Reports - Quick Links”

**Clinical Radiology** members will see the following:



The screenshot shows a web interface titled "Reports - Quick Links". Below the title is a heading "Select which report/certificate you would like to create:". There are seven report options listed, each with a brief description:

- Certificate of CPD Participation and Membership Category**: Produce a statement that confirms you are a current financial member of the College and are currently participating in the CPD program. This letter includes the details previously provided in the CPD Statement of Participation Letter.
- 2022 Certificate of completion of CPD requirements**: Produce a statement that confirms you have completed your CPD 2022 requirements. This letter is only applicable when you have reach 100% progress.
- CPD Compliance Report**: Produce a report of CPD credits and CPD activities for a particular date range for your appraisal, in a single report.
- CPD Activities Report (Detailed)**: Produce a report of CPD activities for the current year.
- Mammography-specific CPD Report**: Produce a report of Mammography-specific CPD credits for the current CPD year. Only applicable to members enrolled in the Mammography program.
- MRI Program CPD Report**: Produce a report of MRI program CPD credits for the current CPD year. Only applicable to members enrolled in the MRI program.
- New Zealand CPD Requirements Report**: Produce a report of your progress against the Medical Council of New Zealand CPD Requirements for the current CPD year. Only applicable to New Zealand members.

**Radiation Oncology** members will see:



The screenshot shows a web interface titled "Reports - Quick Links". Below the title is a heading "Select which report/certificate you would like to create:". There are five report options listed, each with a brief description:

- Certificate of CPD Participation and Membership Category**: Produce a statement that confirms you are a current financial member of the College and are currently participating in the CPD program. This letter includes the details previously provided in the CPD Statement of Participation Letter.
- 2022 Certificate of completion of CPD requirements**: Produce a statement that confirms you have completed your CPD 2022 requirements. This letter is only applicable when you have reach 100% progress.
- CPD Activities Report (Activities log and CPD credits combined)**: Produce a report of CPD credits and CPD activities for a particular date range for your appraisal, in a single report.
- CPD Activities Report (Detailed)**: Produce a report of CPD activities for the current year.
- New Zealand CPD Requirements Report**: Produce a report of your progress against the Medical Council of New Zealand CPD Requirements for the current CPD year. Only applicable to New Zealand members.


5. Click on 2022 Certificate of Completion of CPD requirements
6. Click on the green 'Generate' button then click on 'Download PDF'

### CPD Certificate of Completion – 2022

---

Generate

Download PDF



The Royal Australian  
and New Zealand  
College of Radiologists®

This is to certify that

Member ID	Prefix	Name
-----------	--------	------

7. Download the PDF and either save to your computer or print.

Please note the following when accessing the CPD reports available on the ePortfolio:

- You have met the requirements if the Total CPD Hours are listed as 100%.
- New Zealand Members will also have the New Zealand CPD requirements listed on this certificate as 100% if complete.
- If you have also recorded the MRI and Mammography requirements and would confirmation of completion of these, please download the MRI and/or Mammography-specific CPD Report from 'Reports – Quick Links'.

Please contact the CPD team if you require assistance in navigating the new ePortfolio – email [cpd@ranzcr.edu.au](mailto:cpd@ranzcr.edu.au)