

How to Download a Letter of Privileges and Credentials (also called a letter of good standing or certificate of CPD participation)

1. On your ePortfolio dashboard, find the “Reports – Quick Links” section, located in the middle of the dashboard at the bottom.

Reports - Quick Links

Select which report/certificate you would like to create:

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.

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.

2. Click on the first option “Certificate of CPD Participation and Membership Category”. This will generate the letter to be displayed on the screen, as seen below. **Note: Member details will be included under the green coloured banner.**

[Download PDF](#)



The Royal Australian and New Zealand College of Radiologists*

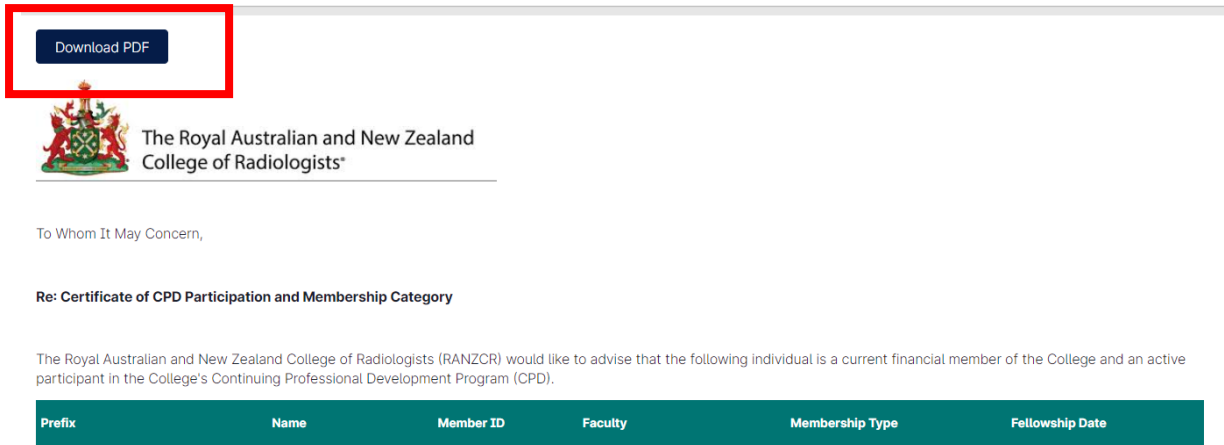
To Whom It May Concern,

Re: Certificate of CPD Participation and Membership Category

The Royal Australian and New Zealand College of Radiologists (RANZCR) would like to advise that the following individual is a current financial member of the College and an active participant in the College's Continuing Professional Development Program (CPD).

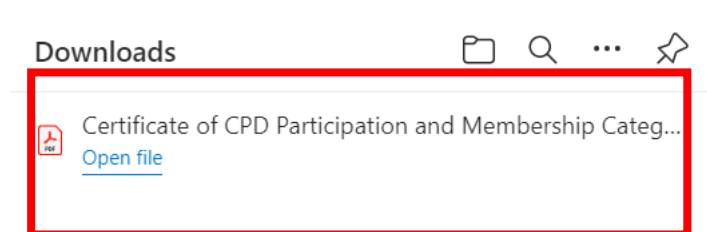
Prefix	Name	Member ID	Faculty	Membership Type	Fellowship Date
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3. Click “Download PDF” button on the left-hand side of the page.



The screenshot shows the top of the RANZCR website. A dark blue button labeled "Download PDF" is highlighted with a red rectangular box. Below the button is the RANZCR logo and the text "The Royal Australian and New Zealand College of Radiologists". Below the logo, the text "To Whom It May Concern," is visible. Further down, the subject line "Re: Certificate of CPD Participation and Membership Category" is shown. Below the subject line, a paragraph of text states: "The Royal Australian and New Zealand College of Radiologists (RANZCR) would like to advise that the following individual is a current financial member of the College and an active participant in the College's Continuing Professional Development Program (CPD)." Below this text is a table with a dark teal header. The table has six columns: "Prefix", "Name", "Member ID", "Faculty", "Membership Type", and "Fellowship Date".

The downloads pop up will appear on screen. Click “Certificate of CPD Participation and Membership Category”



The screenshot shows a mobile device's "Downloads" folder. The folder name "Downloads" is at the top left. To the right of the folder name are icons for a folder, a search magnifying glass, a three-dot menu, and a star. Below the folder name, a single PDF file is listed. The file name is "Certificate of CPD Participation and Membership Categ...". To the left of the file name is a small red icon of a document with a white 'x'. Below the file name is a blue link that says "Open file". A red rectangular box highlights the entire file entry, including the icon, the file name, and the "Open file" link.

Note: depending on the browser and device setting you use, the PDF pop up may look different on your device.

Note: In order to generate this certificate, please ensure you have some CPD hours recorded in your ePortfolio. The certificate will not generate if there are no CPD hours recorded