

CISI 

CHARTERED INSTITUTE FOR
SECURITIES & INVESTMENT

How to export your CII CPD log

Step 1

To access your CII CPD log, please click [here](#).

Please login using your CII login credentials:



CII Login

PIN

Password

Keep me signed in

Login

Welcome to the CII's Continuing Professional Development (CPD) scheme.

CPD ensures that you, as a CII/PFS member, keep your skills and knowledge up-to-date and, in turn, remain competent to perform your job. All CII-qualified members are obliged to comply with the scheme's requirements.

Once logged in you will find full details of the CII CPD scheme, including an explanation of what is involved and guidance on suitable types of activity, and how this should be recorded, including access to an online recording tool.

See CII CPD scheme guidance for more information.
[Guidance for members](#)
[FAQs for members](#)

Step 2

Once you have logged in to your CII CPD record, you will need to select the CPD year you wish to export:

The screenshot displays the Chartered Insurance Institute (CII) CPD Log interface. The header includes the CII logo and the text "Chartered Insurance Institute". The navigation bar shows "MENU" and "CPD Log". The main content area is divided into several sections:

- CPD Year:** Shows the selected year "01 Feb 2019" with a calendar icon. Below it, "CPD Year starting:" is followed by a dropdown menu set to "01 February 2019". A red box highlights this section, and an arrow points to it.
- Overview of CPD:** Contains three summary cards:
 - Planned:** Shows "0h 00m" with a clock icon and a "View" button.
 - Action Required:** Shows "0h 00m" with a warning icon and a "View" button.
 - Eligible:** Shows "0h 00m" with a checkmark icon and a "View" button.
- CPD Status:** Shows "Current Status: Incomplete" with a progress gauge at "0h 00m". Below the gauge, it states "You have not yet met the CPD requirement for the year" and "There are 6 months left in your CPD period." A "Submit CPD" button is at the bottom.
- Activities in CPD:** Features a toolbar with "Actions" (dropdown), "CPD Settings" (gear icon), "Export" (upload icon), "Import" (download icon), "Print" (printer icon), and "Add CPD" (blue button). Below the toolbar is a table with columns: "Select", "CPD Activity", "Completed", "Status", and "Hours". The table is currently empty, displaying the message "There are no CPD records that match this criteria".

Step 3

Once you have selected your CPD year, please click on the export button:

CPD Year

01 Feb 2019 

CPD Year starting:

01 February 2019

Overview of CPD

CII

Planned 

0h 00m

Action Required 

0h 00m

Eligible 

0h 00m

CPD Status

Current Status: Incomplete



0h 00m

You have not yet met the CPD requirement for the year

There are 6 months left in your CPD period.

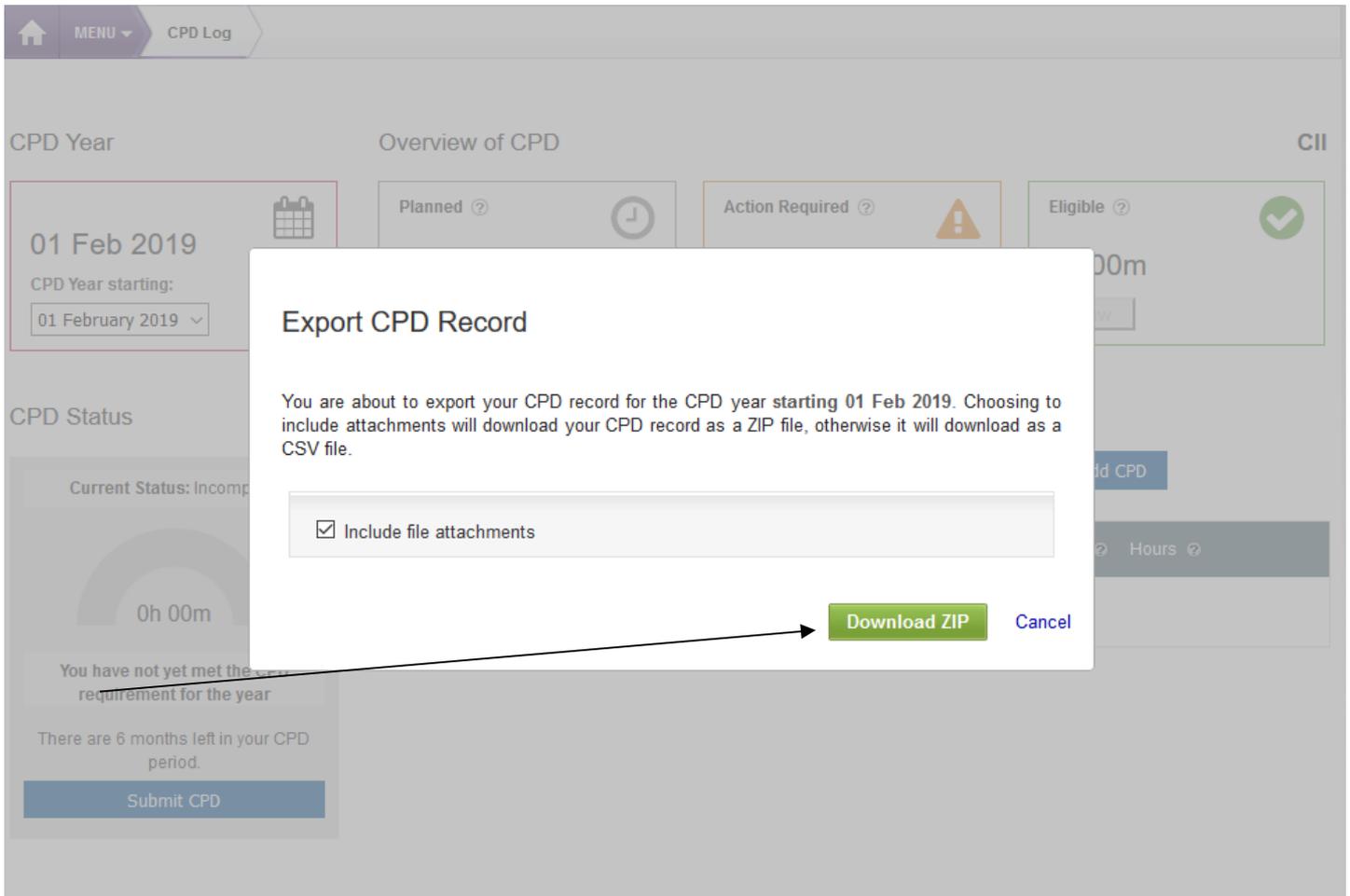
Activities in CPD

Actions  [CPD Settings](#)  [Export](#)  [Import](#)  [Print](#)

Select	CPD Activity <input type="text"/>	Completed <input type="text"/>	Status <input type="text"/>	Hours <input type="text"/>
There are no CPD records that match this criteria				

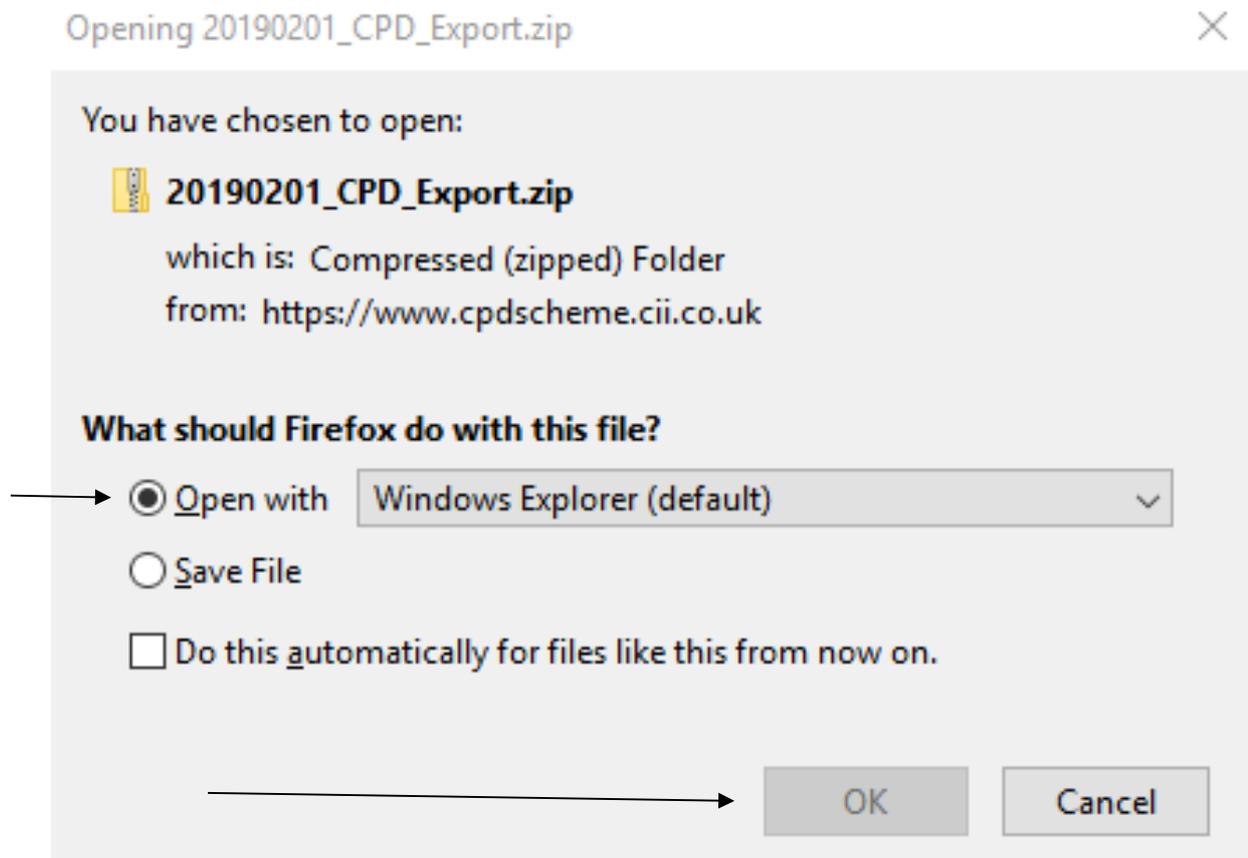
Step 4

The following message will appear, please click 'Download ZIP':



Step 5

You will be prompted to open or save the file, please open with 'Windows Explorer' (default) and click 'OK':



Step 6

Once the ZIP file has opened, you will find your CPD record (in excel format) and attachments (if any), please use the excel file to import into your CISI CPD record.

N.B – the CISI system will only allow you to import your CII CPD record as an excel file. The system cannot import your CPD record if you have provided it in a different file format.

