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:

Step 2

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

Step 3

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

Step 4

The following message will appear, please click 'Download ZIP':
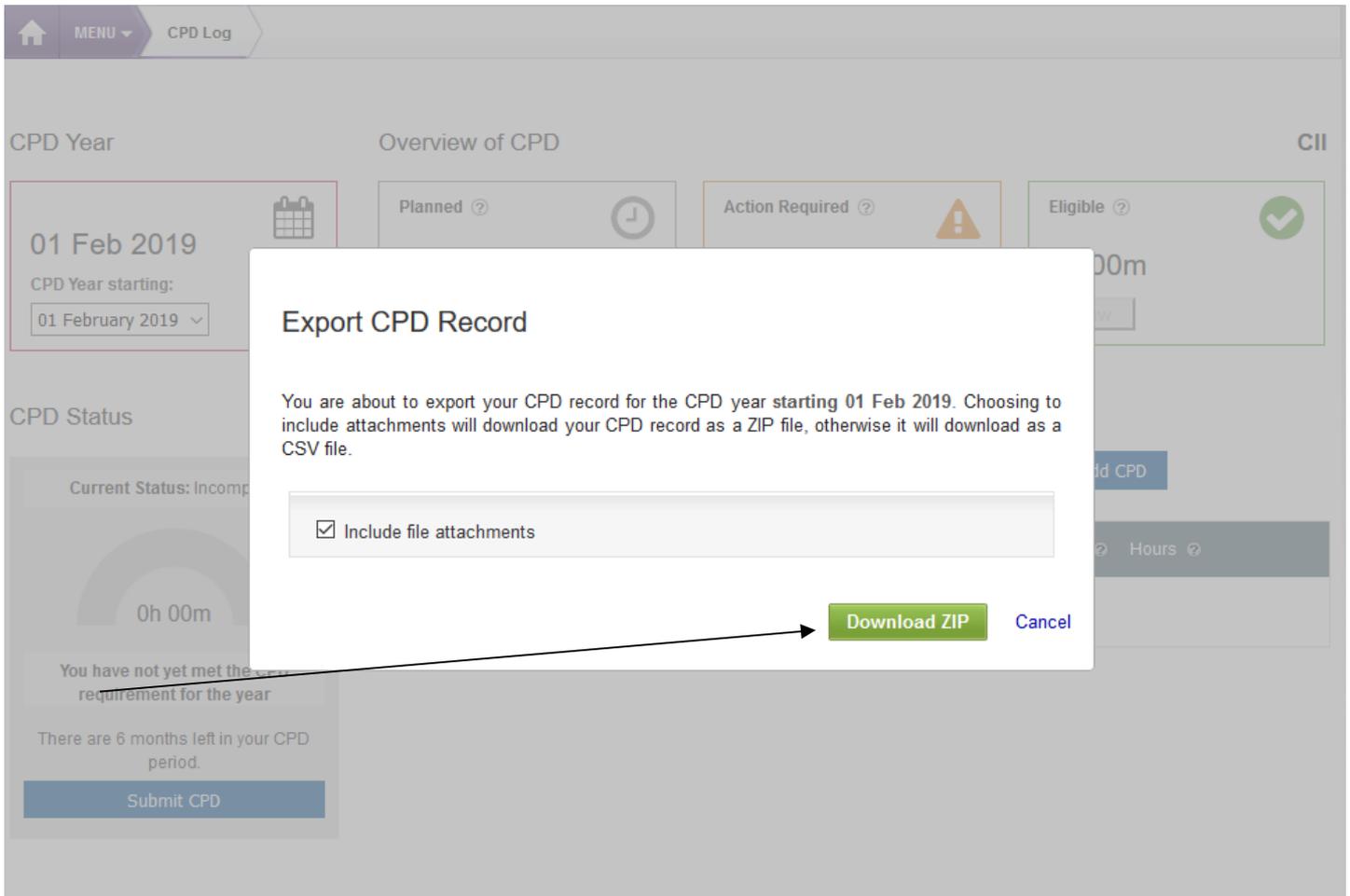
Step 5

You will be prompted to open or save the file, please open with 'Windows Explorer' (default) and click 'OK':
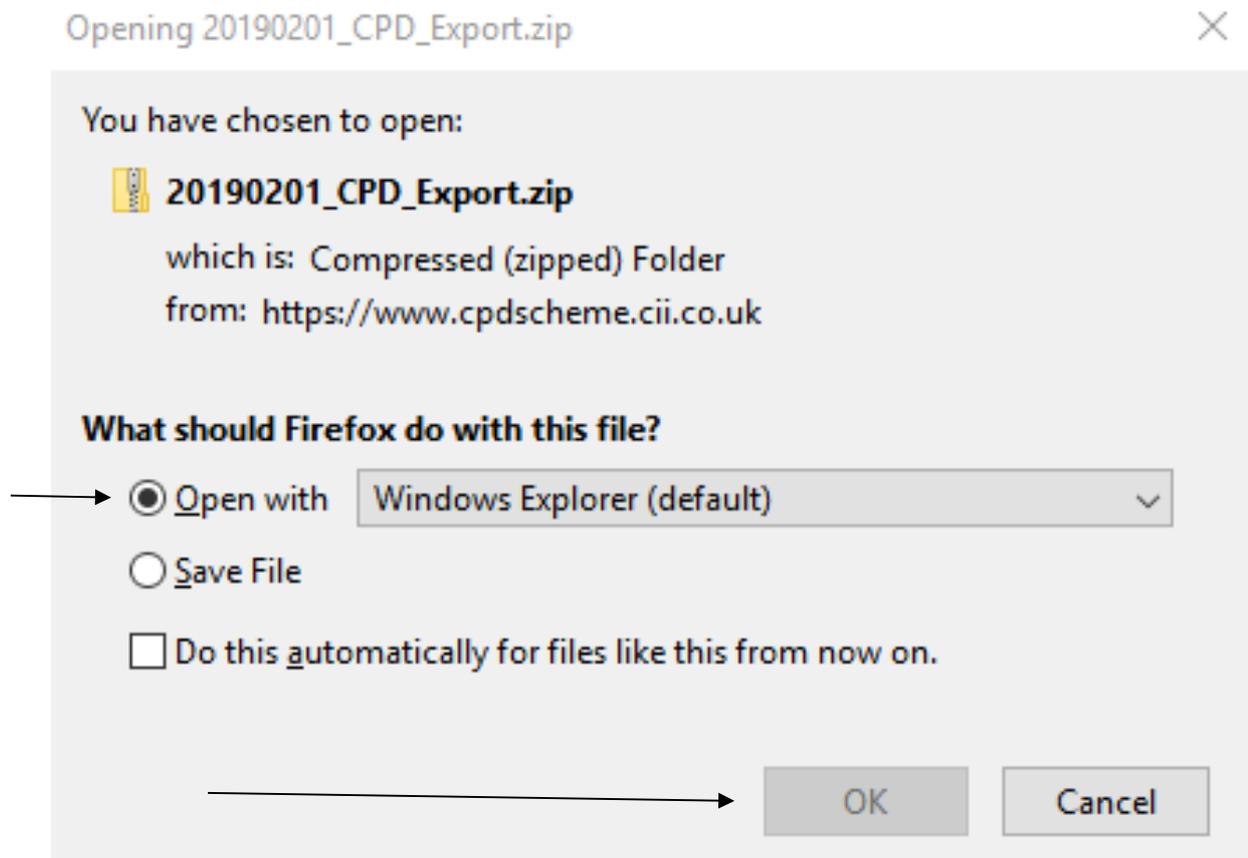
Step 6

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.