

How to Access the *Redesigned* Transcript of CPD Activities

The redesigned Transcript of CPD Activities is an ideal way to view all of your credit submissions in one place.

1. Select the **REPORTS** tab on your dashboard.



THE COLLEGE OF FAMILY PHYSICIANS OF CANADA / LE COLLÈGE DES MÉDECINS DE FAMILLE DU CANADA

Franglais

DASHBOARD CREDIT SUMMARY HOLDING AREA CPD ACTIVITIES LIST CPD PLANNING **REPORTS**

Current Cycle: 7/1/2014 - 6/30/2019

ENTER A CPD ACTIVITY

QUICK LINKS

- My Transcript Detail Report
- My Credit Summary Report
- FAQ
- My CPD Activities
- Enter A CPD Activity
- Mainpro+ Tutorial

RESOURCES

Mainpro+ Credit Category Chart

Mainpro+ Manual

VIEW MORE

MY LINKS

Mainpro+ PROGRAM NEWS

Did you know?

Your yearly requirement of 25 credits can be in any combination of certified and non-certified activities!

Please note that the Request for Individual Consideration form is **only** to be used for **International conferences**. Instead, we recommend you use one of the many **Linking learning reflection forms!**

INCOMPLETE CPD ACTIVITIES

Activity	Last Updated
No activities to display.	

CREDIT SUMMARY

CYCLE - Credits Applied to Date
7/1/2014 - 6/30/2019

Certification Type	Required	Applied	Requirement Met
Certified	125	46.5	No
Non-certified		15	
Total	250	61.5	No

CURRENT YEAR - Credits Applied to Date
7/1/2018 - 6/30/2019

Certification Type	Required	Applied	Requirement Met
Certified		0	
Non-certified		15	
Total	25	15	No

VIEW DETAILS

Click Here to view your maximum credit standings for the current cycle

2. Click **RUN REPORT** in the My Transcript of CPD Activities section.

The screenshot shows a web interface for 'My Reports'. At the top, a blue navigation bar contains the following tabs: DASHBOARD, CREDIT SUMMARY, HOLDING AREA, CPD ACTIVITIES LIST, CPD PLANNING, and REPORTS. Below the navigation bar, the page title 'My Reports' is displayed in a large blue font. Underneath the title, there is a calendar icon followed by the text 'Current Cycle: 7/1/2014 - 6/30/2019'. A green button labeled 'ENTER A CPD ACTIVITY' is positioned below the current cycle information. In the top right corner of the main content area, there is a link that says 'Need Help?'. The main content area is divided into three sections. The first section, 'My Credit Summary', features a line graph icon and a description: 'My Credit Summary report displays a table of the Mainpro+ credits in your current Mainpro+ cycle. The credits are grouped together by category and by year.' Below this description is a green button labeled 'RUN REPORT'. The second section, 'My Mainpro+ Cycle Completion Certificate', features a certificate icon and a description: 'If you have completed a Mainpro+ cycle, the My Mainpro+ Cycle Completion Certificate displays a certificate that confirms you have met the requirements of the Mainpro+ Program for your current cycle.' Below this description, it says 'No items to display'. The third section, 'My Transcript of CPD Activities', features a document icon with a person silhouette and a description: 'My Transcript of CPD Activities displays a list of your CPD activities grouped by year of activity, Mainpro+ section or cycle.' Below this description is a green button labeled 'RUN REPORT'. This 'RUN REPORT' button is highlighted with a red rectangular border. To the right of this button is a large orange arrow pointing left, and below it is a horizontal line of orange dots.

3. Select the cycle you want for your transcript. You can filter the report by selecting start and end dates, indicating whether you'd like to view certified and/or non-certified events, or selecting one or more Category options.

Click **CREATE REPORT**. Once the report is generated, click **Download Report**>> to view a PDF version of the Transcript Report.

The screenshot shows the 'My Reports' page for the College of Family Physicians of Canada. A modal window titled 'My Transcript of CPD Activities' is open, allowing users to select a cycle, start and end dates, and filter by certification type and category.

COLLEGE OF FAMILY PHYSICIANS OF CANADA

Choose a cycle for your report.

Cycle: Click [Here](#) to access your historical cycle report

You may additionally choose to filter your report further by choosing a specific start and end date within the selected cycle.

Start Date:

End Date:

Choose the Certification Type and Categories to include in your report

Certification Type	Category
<input checked="" type="checkbox"/> Certified	<input checked="" type="checkbox"/> Assessment
<input checked="" type="checkbox"/> Non-Certified	<input checked="" type="checkbox"/> Group Learning
	<input checked="" type="checkbox"/> Self-Learning

CREATE REPORT

4. Your new Transcript of CPD Activities is ready! The following sample shows how we've improved it based on your feedback.

THE COLLEGE OF
FAMILY PHYSICIANS
OF CANADA



LE COLLÈGE DES
MÉDECINS DE FAMILLE
DU CANADA



Transcript Report

Cycle Date: 01/01/2014 - 06/30/2019

Report Date Range: 01/01/2014 - 06/30/2019

CERTIFIED CREDITS APPLIED: 46.5 Credits

Completion Date	Activity Description	Activity	Group Learning	Self-Learning	Assessment
5/27/2017	184223-001 - 54th Annual Scientific Assembly	CFPC Certified Mainpro+ Activities	17.5		
12/1/2014	Program title	Other Certified Assessment Activities			4
10/20/2017	Other Certified Assessment Activity	Other Certified Assessment Activities			25
Total Certified Credits Applied:			17.5	0	29

Summary of certified credits earned

At-a-glance listing of credits by type and certification

NON-CERTIFIED CREDITS APPLIED: 15 Credits

Completion Date	Activity Description	Activity	Group Learning	Self-Learning	Assessment
9/14/2018	Volume 33	Journal Reading		15	
Total Non-Certified Credits Applied:			0	15	0