

How to Access the *Redesigned* Credit Summary Report

The redesigned credit summary report allows you to view all of your credit submissions in one place.

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

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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 Credit Summary section.

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Dashboard | Credit Summary | Holding Area | CPD Activities List | CPD Planning | Reports

My Reports

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

ENTER A CPD ACTIVITY

Need Help?

My Credit Summary

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.

RUN REPORT

My Mainpro+ Cycle Completion Certificate

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.

No items to display

My Transcript of CPD Activities

Click here to generate your credit summary report

3. Select the credit cycle you'd like to view from the Cycle drop-down menu and then click **CREATE REPORT**. Once the report is generated, click **Download Report >>** to view a PDF version of the Credit Summary Report.

The screenshot displays the 'My Reports' interface for the College of Family Physicians of Canada. A modal window titled 'My Credit Summary' is overlaid on the page. The modal contains the following elements:

- Header:** COLLEGE OF FAMILY PHYSICIANS OF CANADA
- Title:** My Credit Summary
- Instructions:** Select a cycle from the following dropdown list and then click the Create Report button below to generate the report.
- Cycle Selection:** A dropdown menu showing '7/1/2014 - 6/30/2019' with a link to 'Click Here to access your historical cycle report'.
- Progress Indicators:** A row of seven orange dots with a large orange arrow pointing right, indicating the current step in the process.
- Action Button:** A blue button labeled 'CREATE REPORT'.
- Confirmation Message:** A green box with a checkmark icon containing the text: 'Your report is ready for download. Please click the link below to access your report -'.
- Download Link:** A blue link labeled 'Download Report >>' with a large orange arrow pointing left, indicating the next step.

The background interface shows the 'My Reports' page with a navigation bar (DASHBOARD, CREDIT SUMMARY, HOLDING AREA, CPD ACTIVITIES LIST, CPD PLANNING, REPORTS) and a sidebar with a 'My Credit Summary' section and a 'My Transcript of CPD Activities' section. The 'My Credit Summary' section includes a 'RUN REPORT' button and a description: 'My Credit Summary report displays current Mainpro+ cycle. The credit year.' The 'My Transcript of CPD Activities' section includes a 'RUN REPORT' button and a description: 'My Transcript of CPD Activities displays a list of your CPD activities grouped by year of activity, Mainpro+ section or cycle.'

4. Your new Credit Report Summary is ready! The following sample shows how we've improved it based on your feedback.

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Credit Summary Report

Cycle Date: 07/01/2014 - 06/30/2019

CYCLE REQUIREMENTS

	Required	Applied	Requirement Met?
Certified	125	46.5	No
Non-Certified		15	
Total Credits	250	61.5	No

Condensed Cycle Requirements table for easier at-a-glance viewing

ANNUAL REQUIREMENTS

	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019
Certified Credits Applied	4	0	17.5	25	0
Non-Certified Credits Applied	0	0	0	0	15
Total Credits Applied	4	0	17.5	25	15
Total Credits Required	25	25	25	25	25
Requirement Met	N/A*	N/A*	No	Yes	No

Annual requirements listed to facilitate progress tracking

Note: N/A - Not applicable as these credits were included in the bulk migrated credit transfer in June, 2016. Please refer to the historical transcript for a breakdown of these credits.*