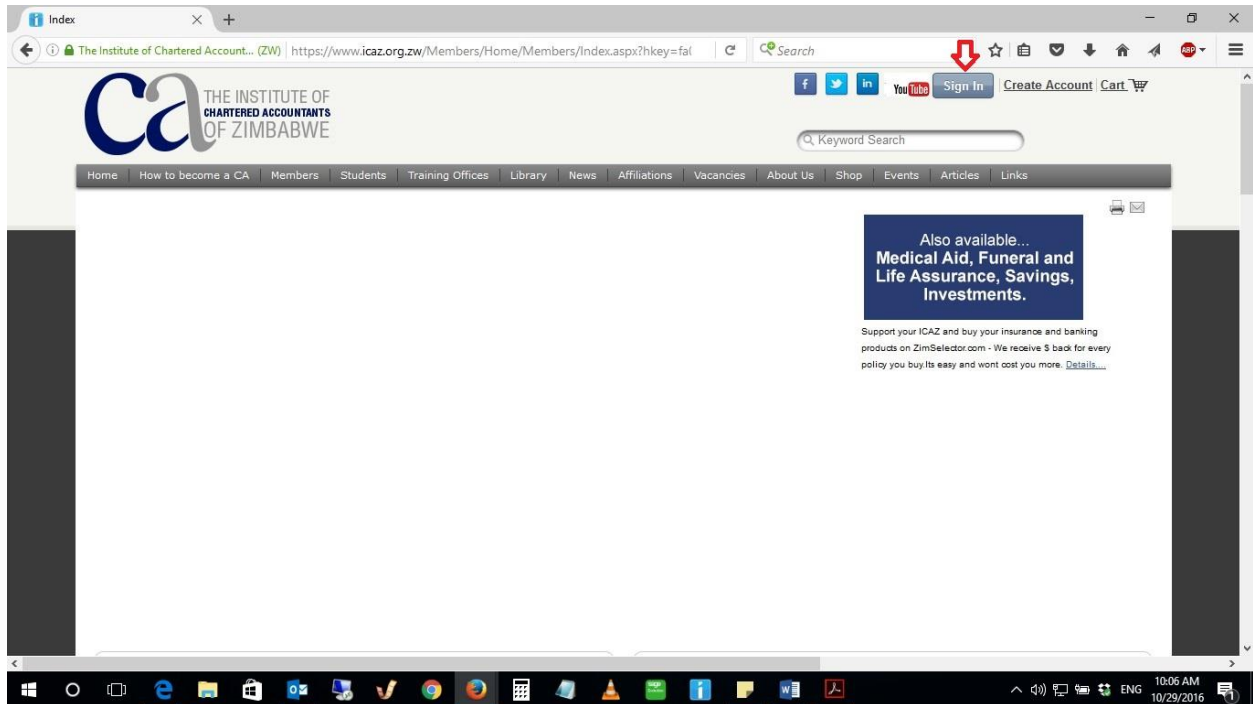


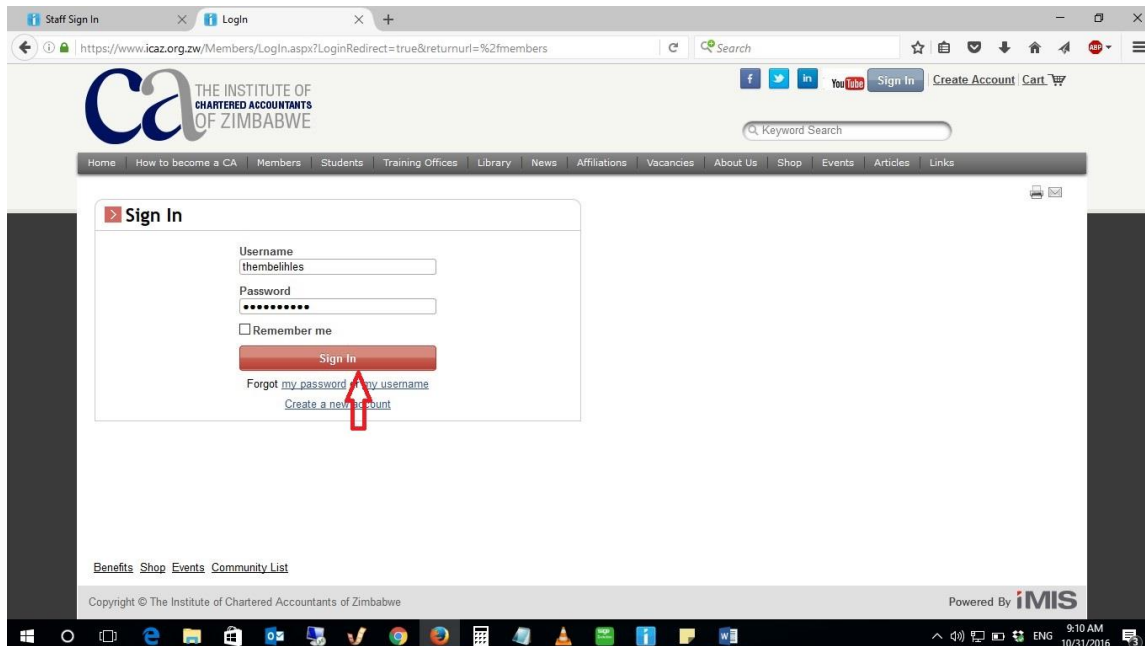
## HOW TO LOG CPD HOURS ON THE ICAZ WEBSITE

<https://www.icaaz.org.zw>

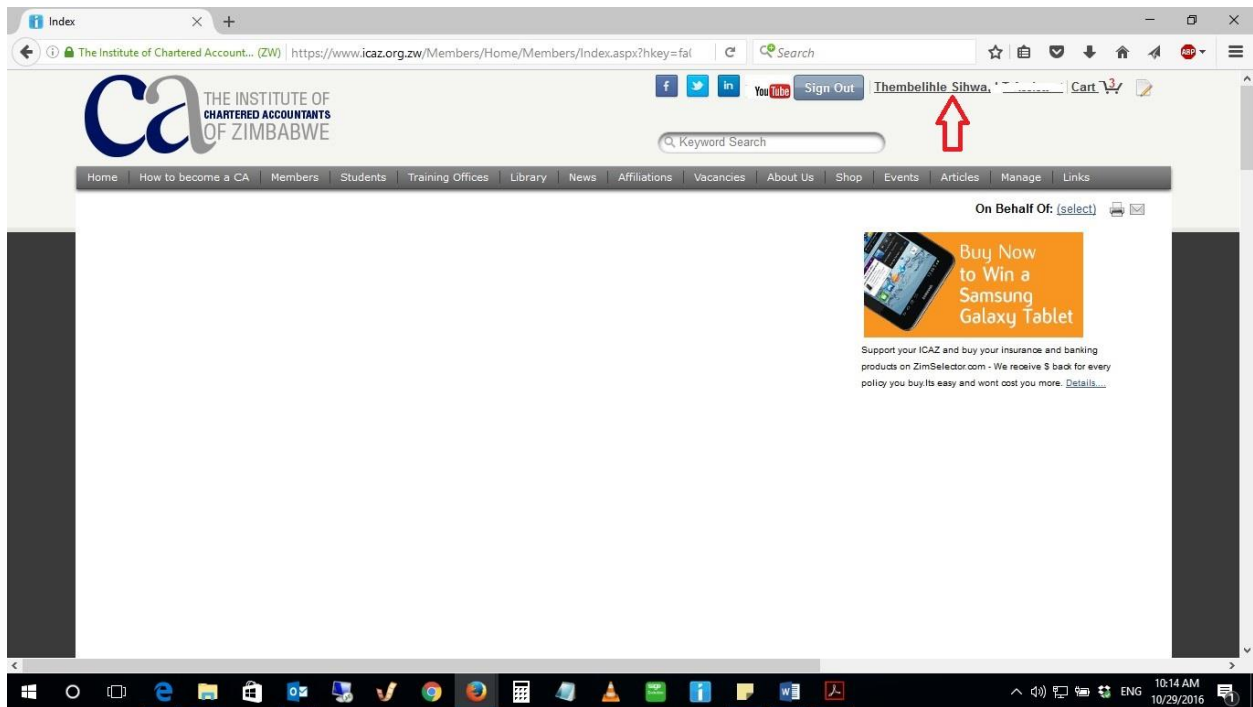
1. Sign in using login details emailed you. If you do not have these kindly email [thembelihles@icaaz.org.zw](mailto:thembelihles@icaaz.org.zw) or [majongwet@icaaz.org.zw](mailto:majongwet@icaaz.org.zw)



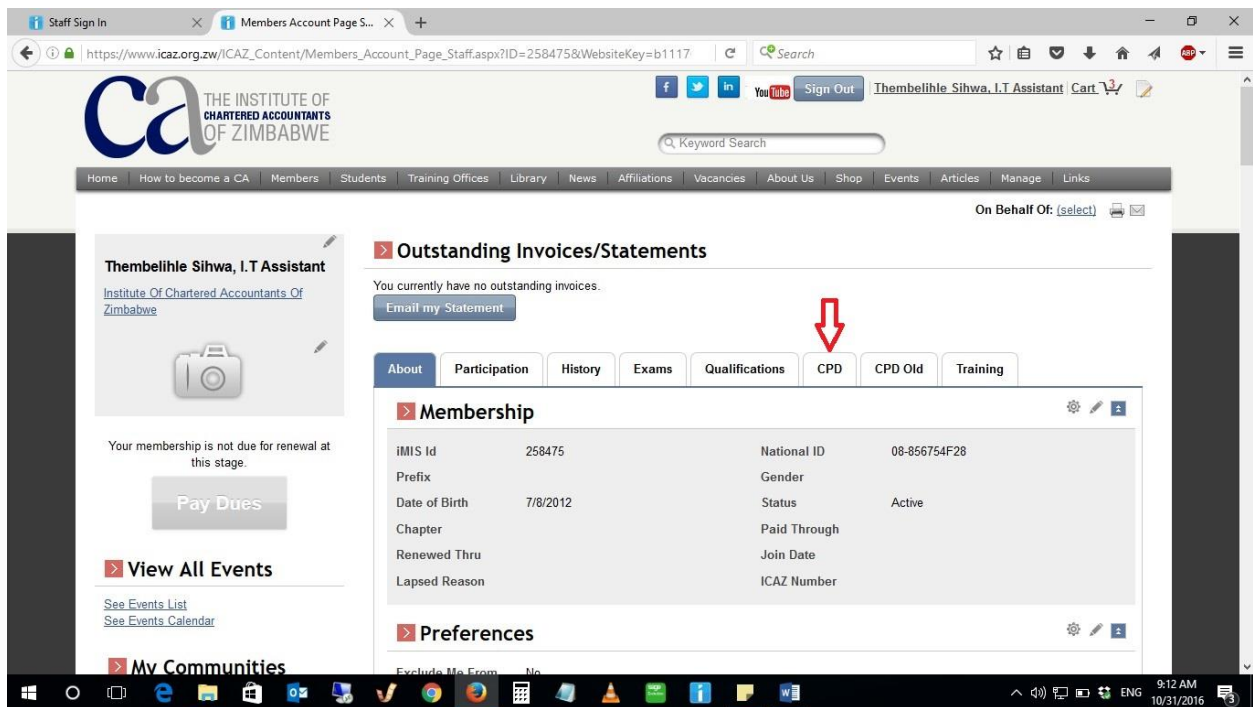
2. Use your login details



### 3. Click on your name



### 4. Click on the CPD tab



## 5. Click on the plus sign to add your Hours

Staff Sign In Members Account Page S...  
https://www.icaaz.org.zw/CAZ\_Content/Members\_Account\_Page\_Staff.aspx?ID=258475&WebsiteKey=b1117

About Participation History Exams Qualifications **CPD** CPD Old Training

### CPD Summary

\* CPD Requirements

- 120 hours over three years of which 60 hours should be Verifiable CPD
- Complete at least 20 Verifiable hours per annum

There is currently no data to display.  
Please upload CPD and check back.

### CPD

Date	Nature of CPD/Topic	Provider / Presenter	Type	Hours	Notes
There are no records.					

9:13 AM 10/31/2016

## 6. Complete the required fields then click save & close

Staff Sign In Members Account Page S...  
https://www.icaaz.org.zw/CAZ\_Content/Members\_Account\_Page\_Staff.aspx?ID=258475&WebsiteKey=b1117

About Participation History Exams Qualifications **CPD** CPD Old Training

### CPD Summary

\* CPD Requirements

Add

\*Date

\*Nature of CPD/Topic

\*Provider / Presenter

\*Type (Select)

Hours

Notes

**Save & Close** Cancel

9:15 AM 10/31/2016