

CPD Interactive User Guide

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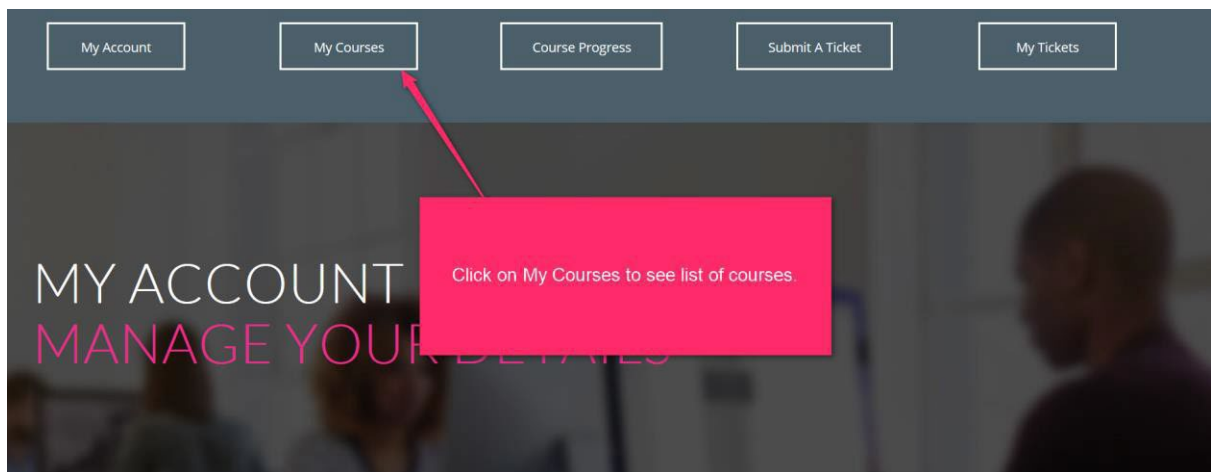
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For further assistance please contact us:

E: cpd@collaw.edu.au

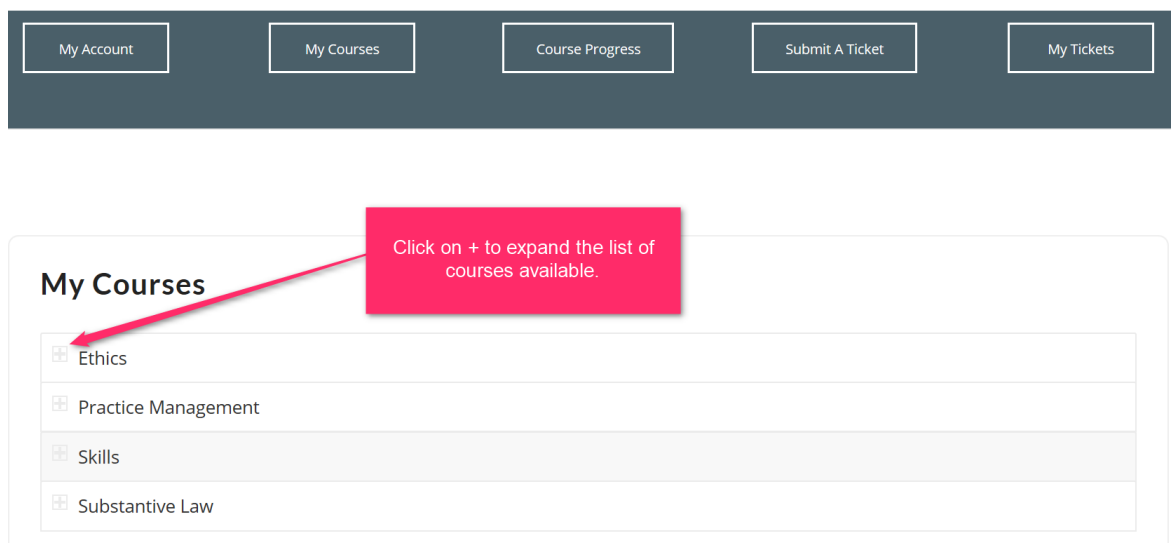
T: (02) 9965 7111

My Courses



Choosing a course

You will be presented with four categories. Click on the plus sign next to each category to expand and view the full course listings.



Launching a course

Simply click on the course name to start a course

[Expand All](#) | [Collapse All](#)

Registered Courses Status

[Ethical considerations for family law practitioners](#)

[The ethics of handling suspicious clients and matters](#)

[Everyday ethics - Lessons from breaches and dilemmas of others](#)

[Ethics – rules v values](#)

[Ethics for solicitors in civil litigation](#)

Viewing a course

First select the Course Content link. This will link you to the lesson page and enable you to select the 'Launch' tab to open the course

Course Content

☒ [Ethical considerations for family law practitioners](#)

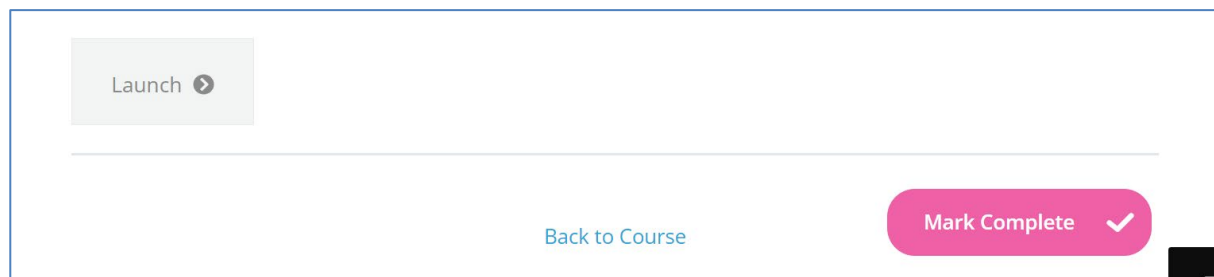
[Launch Ethical considerations for family law practitioners](#)

Stopping and starting courses

If you stop halfway through and resume on the same or an alternative device your progress will be recorded.

Completing CPD Interactive courses

If you completed a **text-based** course, please ensure you click on the 'Mark Complete' button underneath the course 'Launch' button to record your completion:



If an error occurs you can relaunch the course and this should allow you to recheck the above box and sign off the course. If the error persists please contact the Practitioner Education team at cpd@collaw.edu.au and we can manage this manually.


Once you complete the course you will be issued a certificate. You can download and print your certificate by selecting the certificate icon next to the course progress bar.

Where is my certificate?

Once you have completed a course you can print your certificate in two ways.

Option one:

By clicking on the download certificate button at the end of the course.

 You've earned a certificate!

Download
Certificate

100% COMPLETE Last activity on November 3, 2021 10:44 am COMPLETE

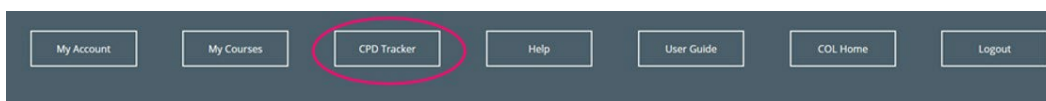
Note: it may take a few minutes to register as complete. You can refresh the page as/if required.

Option two:

At any time, you can return to the course list and retrieve the certificate.

Tracking your CPD Points

The CPD Tracker automatically keeps a record of the courses you have completed with CPD Interactive.



ADD YOUR EXTERNAL CPD POINTS HERE

SEMINAR/COURSE NAME	COMPLETION DATE	CPD	UPDATE
Seminar/Course Name *	Completion date *	Here Points *	SAVE

*

COURSE	COMPLETION DATE (UTC +10:00)	CPD	TOTAL CPD
Build your profile and practice - marketing foundations for lawyers	Mar 13, 2020	1	1
Risky Business: Indemnities, Guarantees and Warranties	Mar 13, 2020	1	2

ADD YOUR EXTERNAL CPD POINTS HERE

SEMINAR/COURSE NAME	COMPLETION DATE	CPD	UPDATE
Seminar/Course Name *	Completion date *	Here Points *	SAVE

For your reference you can add external CPD activities that you have completed to your CPD Tracker and click on 'Save' to retain the record.

Note the records in the CPD Tracker are to help you keep track of your CPD compliance obligations. We recommend that keep your own records of your CPD activities in the form suggested by the local authority that regulates CPD compliance by legal practitioners in your state or territory.

For further information in relation to the obligations to meet CPD/CLE requirements, please refer to your local regulating authority as the first point of contact.

Changing your password

My Account

1. Go to
2. Click on Account Details

Password change

Current password (leave blank to leave unchanged)

New password (leave blank to leave unchanged)

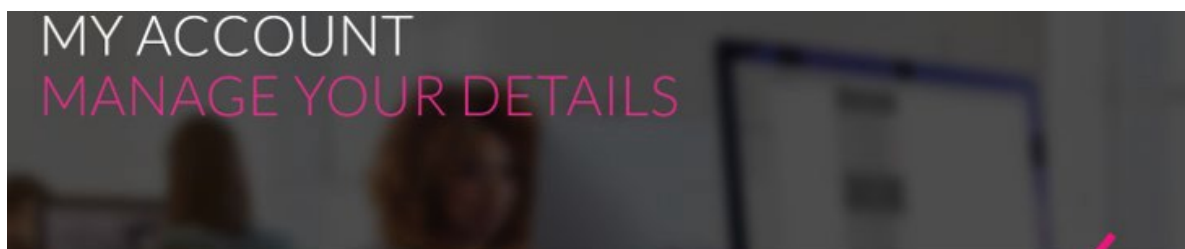
Confirm new password

Save changes

Changing Billing Address

My Account

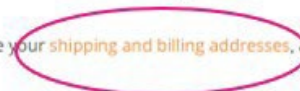
1. Go to
2. Click on 'Shipping and billing addresses' and change your billing address



Dashboard
Orders
Downloads
Addresses

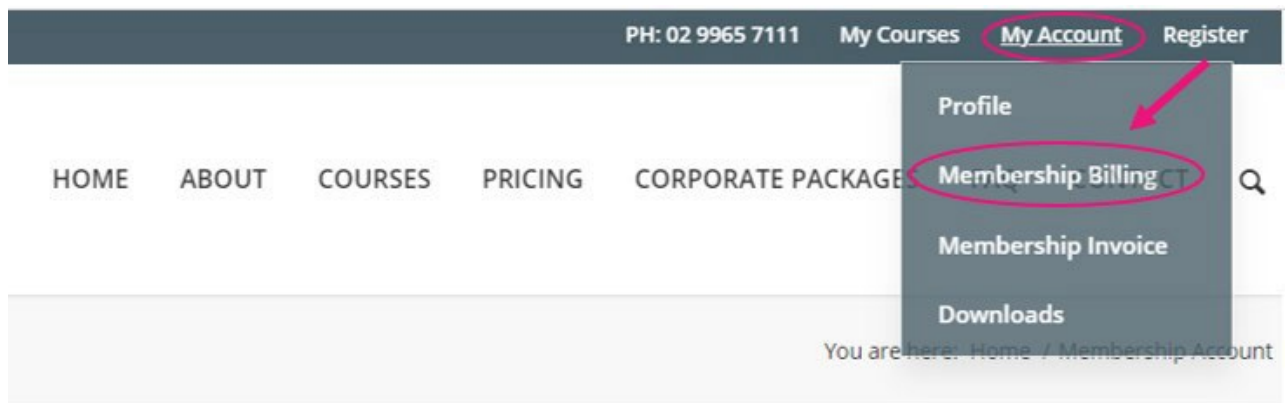
Hello [Name] (no [Name] Log out)

From your account dashboard you can view your recent orders, manage your shipping and billing addresses, and account details.



Cancel Your Subscription

1. To cancel the subscription, go to the CPD Interactive home page: <https://cpdinteractive.com.au/>
2. Log on to your account, hover the mouse over the 'My Account' tab and click on 'Membership Billing'. Please do not select 'My Account' as this takes you to the account dashboard only.



3. Click on 'Cancel'



4. Click on 'Yes, cancel this membership'

Are you sure you want to cancel your Individual Subscription membership?

Yes, cancel this membership No, keep this membership

5. Your membership has been cancelled




Membership Cancel

Your membership has been cancelled.

[Click here to go to the home page.](#)

If you want to subscribe again, please feel free to go to the home page and choose the membership that you would like to subscribe to.

Alternatively, you can renew the membership by clicking on 'Membership Billing' and then 'Renew now'.

Membership Billing

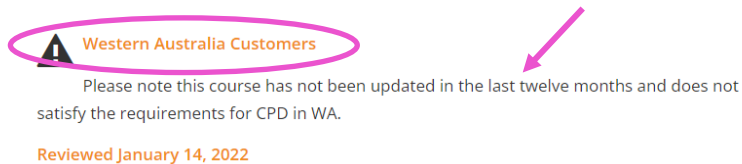
Your membership is not active. **Renew now.**

WA Practitioners Only

Please play close attention to the 12-month warnings displayed on those courses that do not comply with the 12-month rule.

Please note this warning is only for WA Practitioners, if you are not a WA Practitioner, please ignore it.

Ethics – Rules v Values



Note in addition:

- CPD Interactive is operated by the College of Law, which is a QA accredited provider of CPD to legal practitioners in Western Australia.
- WA users consent to us providing their usage information including personal information, such as their name, WA Practitioner ID, contact details and course attendance/completion data to the Legal Practice Board of Western Australia, as now required by the Board.
- WA user login and logout times will be electronically monitored on the platform and made available to the Board if requested, as per the Board's requirements.
- The College of Law will be uploading WA user completion information to the Board's CPD management system once per month. In accordance with the Board's requirements, the final upload for the CPD year ending 31 March 2023, will occur prior to 30 April.

Taking into account the above, we ask/advise the following:

1. WA users are careful to spend at least one full hour completing each CPD Interactive course in accordance with the compliance rules because login and logout times will be recorded. The courses are designed to take at least an hour

to work through at a reasonable pace.

2. It is preferable for WA users to complete each course in 1 x 1hr sitting.
3. If WA users are checking their CPD compliance record on the Legal Practice Board's CPD management system, they note that their most recent CPD interactive completions are not likely to show until the next monthly data upload. Of course, all CPD Interactive course completions will continue to be displayed on the user's CPD tracker on the CPD Interactive platform as soon as the course is completed.
4. WA users should continue to pay close attention to the 12-month warnings displayed on those courses that do not comply with the 12-month rule.