

CPD Verification

To simplify CPD verification, we provide certificates for all course types which you are welcome to use. It is up to you or your organisation to maintain your own internal CPD records.

Online courses (webinars, webcasts and TripleCasts) and recordings

A TEO Certificate of Attendance is sent to the email address of the person who registers for an online course. The certificate will be emailed one day after completion of the course. Once you receive the certificate, you can print and share as many of them as required so that all attendees from your firm can have an individual copy for their CPD records. All they need to do to claim CPD is complete their copy of the certificate and have it signed by a colleague or manager verifying their attendance.

If you are the only person from your firm attending (for example, you're a sole practitioner) then you can self-sign the certificate. Should you be audited, TEO can provide, on request, additional detailed information regarding your webinar connection from our internal data. For this reason, it is important that you remain on the webinar for at least 75% of the webinar duration. Your attendance will be affected if you start using other computer programmes while the webinar is running e.g. opening other documents, using email or internet. It is also a good idea to disable your screen saver so that it doesn't pop on and affect your attendance rating.

Alternatively, you may prefer to have a designated person collate your firm's group attendance data. If this is the case, we recommend using a register like the example shown on the next page.

TEO does not send CPD certificates to purchasers of recordings, as these on-demand products are often viewed in private on an individual basis. However, upon request, we can supply a blank, unsigned certificate for those who wish to self-verify. If you are audited, TEO can provide additional viewing data to back up your claim for CPD. Please refer notes above regarding 75% minimum attendance.

TEO no longer provides multi-choice quizzes for CPD verification of online courses.

Face to face courses (seminars)

Attendees at our face to face courses are asked to sign a printed attendance sheet upon arriving at the venue. Printed, pre-signed Certificates of Attendance are also made available. These may be kept by the attendees as evidence of their attendance and to confirm their CPD.

