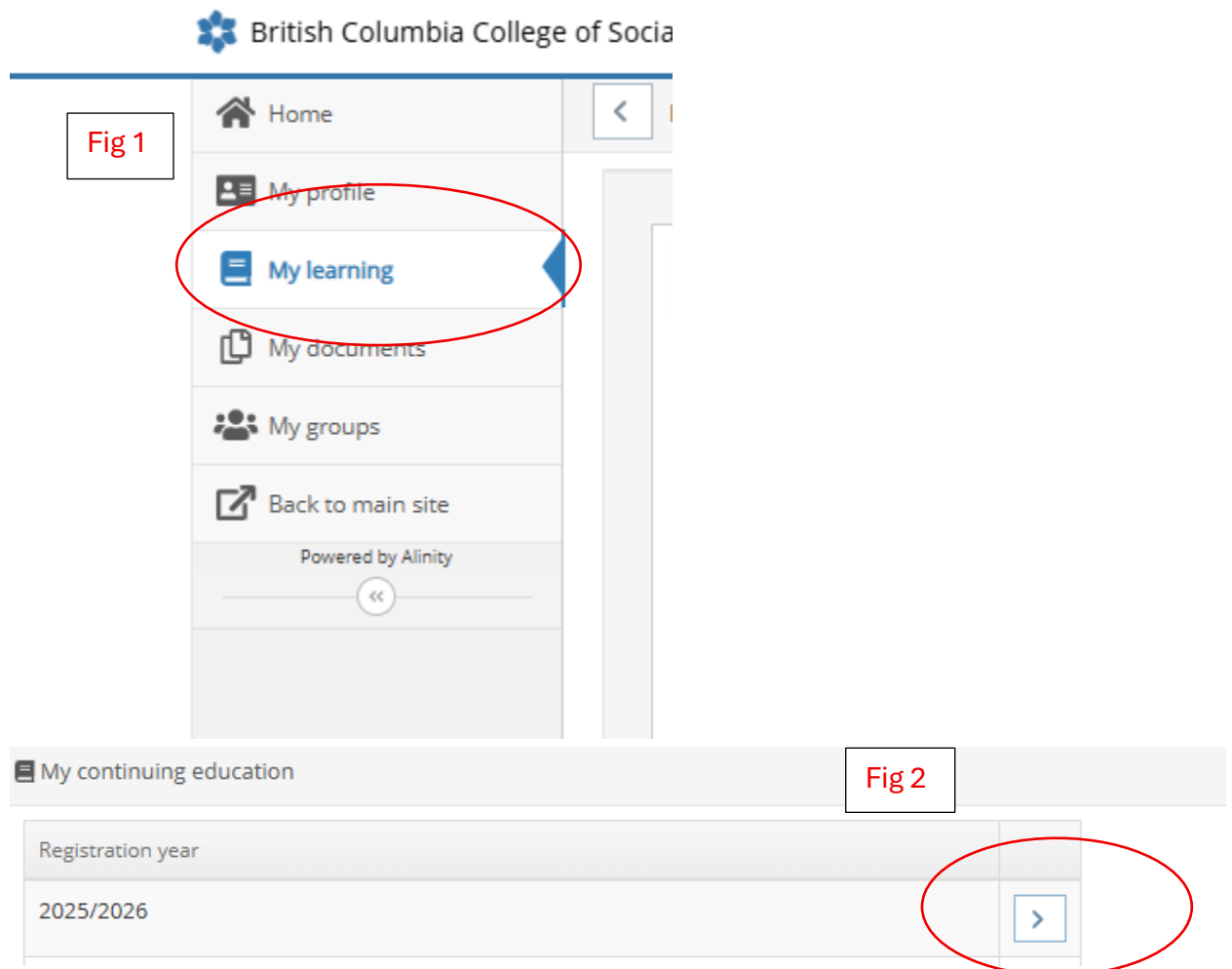


## CPD FORM COMPLETION FAQs

1. Where can I find the Continuing Professional Development (CPD) form in the Registrant Portal?

When you log in with your credentials to the **Registrant Portal**, you will be able to see **My Learning** on the left side of the page. Click **My Learning** (Figure 1) and you will be able to see the new CPD Form of the year 2025/2026.



Click the highlighted button on Figure 2 and your CPD form will open.

2. I cannot find the CPD from 2025/2026 in My Learning. How to get the form in My Learning?

When you click **My Learning**, you can click the **+** sign, as shown in Figure 1, and a new window opens (*2027 is the registration end period*) and click **Save**. Your CPD form will be added to your profile as shown in Figure 3.

Competence **Fig 1**

Year	Status	Units	Last updated	
2024/2025	Submitted	0	31-Oct-2025 5:49 PM	+
2023/2024	Submitted	0	21-Aug-2025 2:49 PM	>
2023/2024	Complete	0	20-Aug-2025 6:25 PM	>
2022/2023	Complete	0	20-Aug-2025 6:42 PM	>
2021/2022	Complete	0	20-Aug-2025 6:42 PM	>

9 plans found 1 2

**Fig 2**

\* Registration year

2027

Save Cancel

Competence **Fig 3**

Year	Status	Units	Last updated	
2025/2026	Started (not submitted)	0	28-Nov-2025 10:56 AM	>
2024/2025	Submitted	0	31-Oct-2025 5:49 PM	>
2023/2024	Submitted	0	21-Aug-2025 2:49 PM	>
2023/2024	Complete	0	20-Aug-2025 6:25 PM	>
2022/2023	Complete	0	20-Aug-2025 6:42 PM	>

10 plans found 1 2

3. What is the new feature in the CPD form page1 for 2025/2026?

Page 1   Step 1   Step 2			
<b>Licensure exam</b>	Maximum 40.0	Hours Submitted 0.00	Hours Credited 0.00
<b>Formal/educational</b>	Maximum 15.0	Hours Submitted 0.00	Hours Credited 0.00
<b>Other</b>	Maximum 15.0	Hours Submitted 0.00	Hours Credited 0.00
<b>Professional activity</b>	Maximum 15.0	Hours Submitted 0.00	Hours Credited 0.00
<b>Self directed</b>	Maximum 15.0	Hours Submitted 6.00	Hours Credited 6.00
<b>Work based</b>	Maximum 15.0	Hours Submitted 0.00	Hours Credited 0.00
Hours Required 40.00		Hours Submitted 6.00	Hours Credited 6.00

A table is introduced for your convenience to track your credited hours.

**Hours required** are the hours required by the college for your profile in this current CPD Cycle

**Hours submitted** are the hours inputted by you.

**Hours credited** are the hours that our system algorithm picks up from each category to meet the hours required by the from every category.

Please read the [BCCSW CPD Information Guide](#) carefully, where you can find all the information.

4. Do I need to answer the question available on page 1 regarding ASWB Exam?

Have you successfully completed the board-approved (ASWB) licensure exam in the current CPD cycle (November 1, 2025 - October 31, 2026)?

Yes  No

No. It will be automatically answered by the admin based on your registration information. If there is any discrepancy, please contact the College at [info@bccsw.ca](mailto:info@bccsw.ca)

5. How to enter goals and activities in Step 1?

In step 1 (Figure 1) you can describe your goals and add activities. Click **Add** to include an activity to your goal. You can include multiple activities.

The screenshot shows a web interface for entering goals and activities. At the top, there are three tabs: 'Page 1', 'Step 1', and 'Step 2'. The 'Step 1' tab is highlighted with a red circle. To the right of the tabs is a box labeled 'Fig 1'. Below the tabs, a red warning message states: 'You must click save for later at the bottom of this page before proceeding to step 2, or leaving this page. Otherwise, information entered may be lost.' Below this is a blue header bar with the text 'Identify Goals and Activities'. Underneath, there is a section titled 'Required Social Work Practice Learning' with the sub-heading 'Ethical Conduct and Decision Making'. A red box highlights a text box containing the text: 'BCCSW Bylaw Section 64 requires a minimum of 3 hours of continuing professional development related to ethical conduct and decision making.' Below this, there is a text input field with the placeholder text 'Please describe your goal(s)'.

Please describe your goal(s)

Add To add another activity, click the ADD button.

#### Activity ✖

\* Category of Activity \* Completion Date

\* Hours

Use this area to briefly describe your activity. There is a 300 character limit.

Fig 2

Add To add another activity, click the ADD button.

#### Activity ✖

\* Category of Activity \* Completion Date

- 
- Formal or Educational
- Other
- Professional Activity
- Self-Directed
- Work-Based

\* Hours

Use this area to briefly describe your activity. There is a 300 character limit.

Fig 3

Once you add an activity, you can choose **Category of Activity**, **Completion Date**, **Hours**, and **Brief description of your activity** (Fig 2 & 3).

6. Do I need to click Save for Later when I leave the page?

Yes. Save for later is mandatory as it saves the information you entered. You will be able to retrieve the information when you come back to the CPD form.

7. I want to add additional goals. How to add it in Step 1?

Select the number of additional goals you wish to complete:

0  1  2  3

Fig 1

You can select up to 3 goals under required social work practice learning (Figure 1)

Select the number of additional goals you wish to complete:

0  1  2  3

Fig 2

---

**Optional Social Work Practice Learning**

Please describe your goal(s)

To add another activity, click the ADD button.

After adding your goal(s), you can add activities as well as (Figure 2).

8. What is Step 2 in CPD form?

In step 2 you are required to answer questions in different sections. All questions are mandatory and are based on the information you provided in Step 1.

Also, in Step 2 you are required to attend a Quiz based on Standards of Practice of BCCSW.

9. What is CPD Pop Quiz in Step 2?

CPD Pop quiz is a set of 5 multiple choice questions created based on the Standards of Practice of BCCSW. You are required to answer all the questions. You

can make multiple attempts if you are unable to pass in one attempt.

[\\* Please click here to take the CPD quiz](#)

*The exam will open in a separate tab, once completed, close the tab and return to your learning plan and click "Save for later" at the bottom of the page before proceeding*

*I hereby declare that I have read the Code of Ethics and Standards of Practice of the British Columbia College of Social Workers as an essential component of this CPD cycle.*

\* I acknowledge and agree to the above declaration.

[<](#) Exam > Start > CPD Pop Quiz

Start CPD Pop Quiz?  
2025 CPD Exam Offering