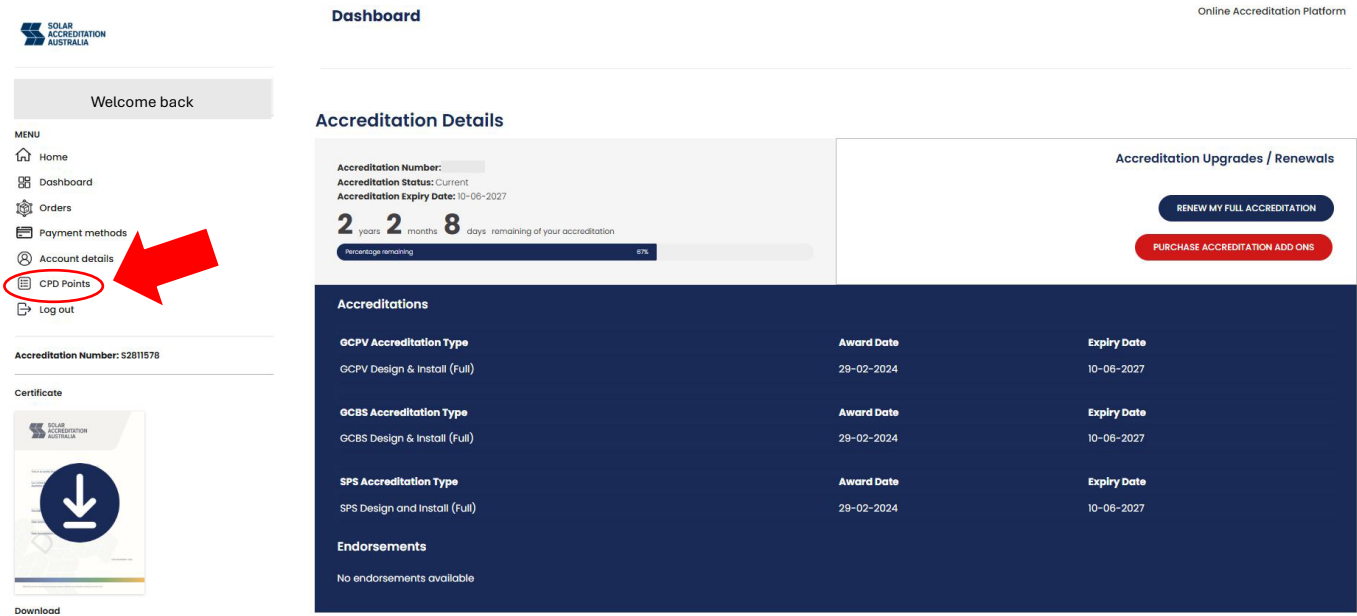


## Instructions for Uploading Your CPD Points to the SAA Portal

The following step-by-step guide will help you upload your CPD points to the SAA Portal, ensuring that they are added to your annual accreditation requirements.

1. Login to SAA Portal from [www.saaaustralia.com.au](http://www.saaaustralia.com.au)
2. Click on CPD Points tab in the Menu on the left-hand side



**Dashboard** Online Accreditation Platform

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Accreditation Number: S2811578

Certificate

Download

---

**Accreditation Details**

Accreditation Number: [Redacted]  
 Accreditation Status: Current  
 Accreditation Expiry Date: 10-06-2027

2 years 2 months 8 days remaining of your accreditation  
 Percentage remaining: 67%

Accreditation Upgrades / Renewals

RENEW MY FULL ACCREDITATION  
 PURCHASE ACCREDITATION ADD ONS

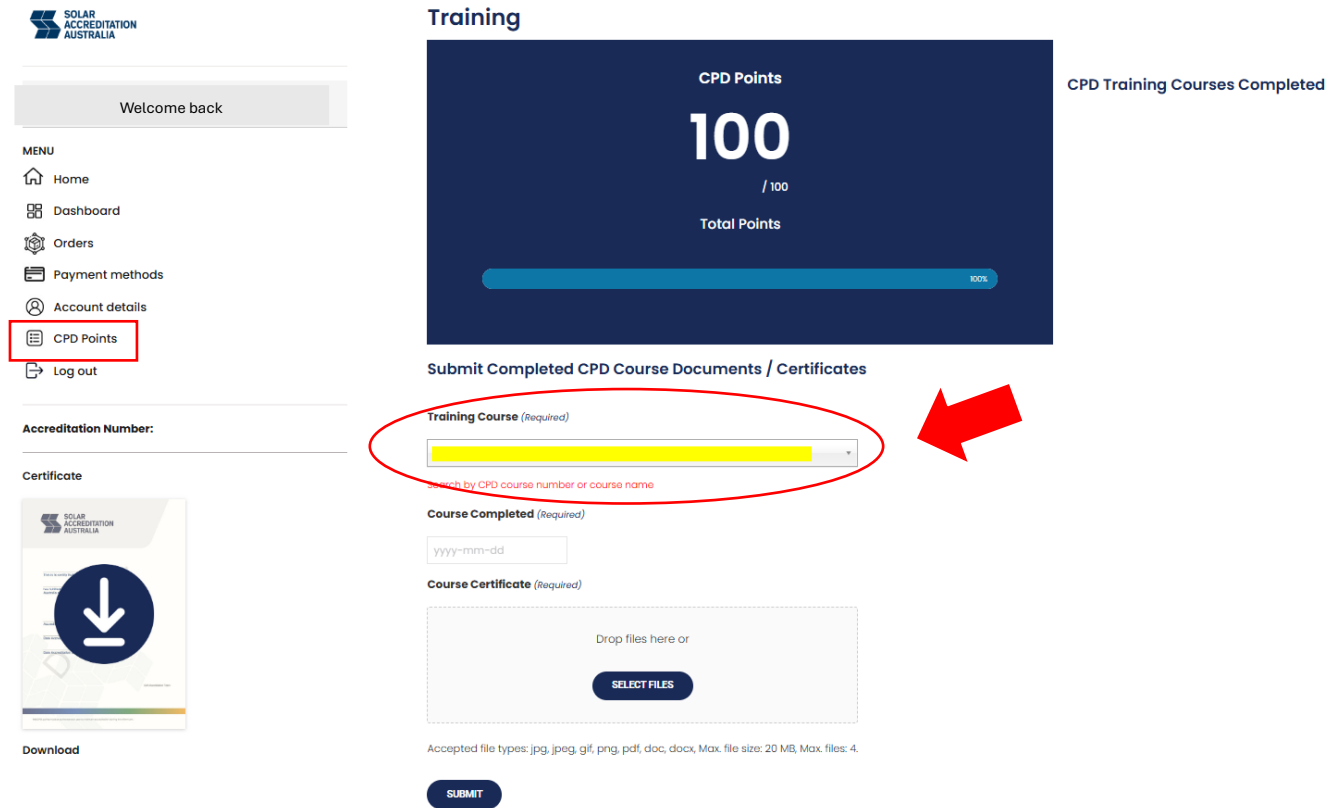
**Accreditations**

GCPIV Accreditation Type	Award Date	Expiry Date
GCPIV Design & Install (Full)	29-02-2024	10-06-2027
GCBS Accreditation Type	Award Date	Expiry Date
GCBS Design & Install (Full)	29-02-2024	10-06-2027
SPS Accreditation Type	Award Date	Expiry Date
SPS Design and Install (Full)	29-02-2024	10-06-2027

**Endorsements**

No endorsements available

3. Select the relevant training course from the drop-down list.



**Training**

CPD Points

**100**  
/ 100  
Total Points

CPD Training Courses Completed

Submit Completed CPD Course Documents / Certificates

Training Course (Required)

[Dropdown menu highlighted with a red arrow]

Search by CPD course number or course name

Course Completed (Required)

yyyy-mm-dd

Course Certificate (Required)

Drop files here or

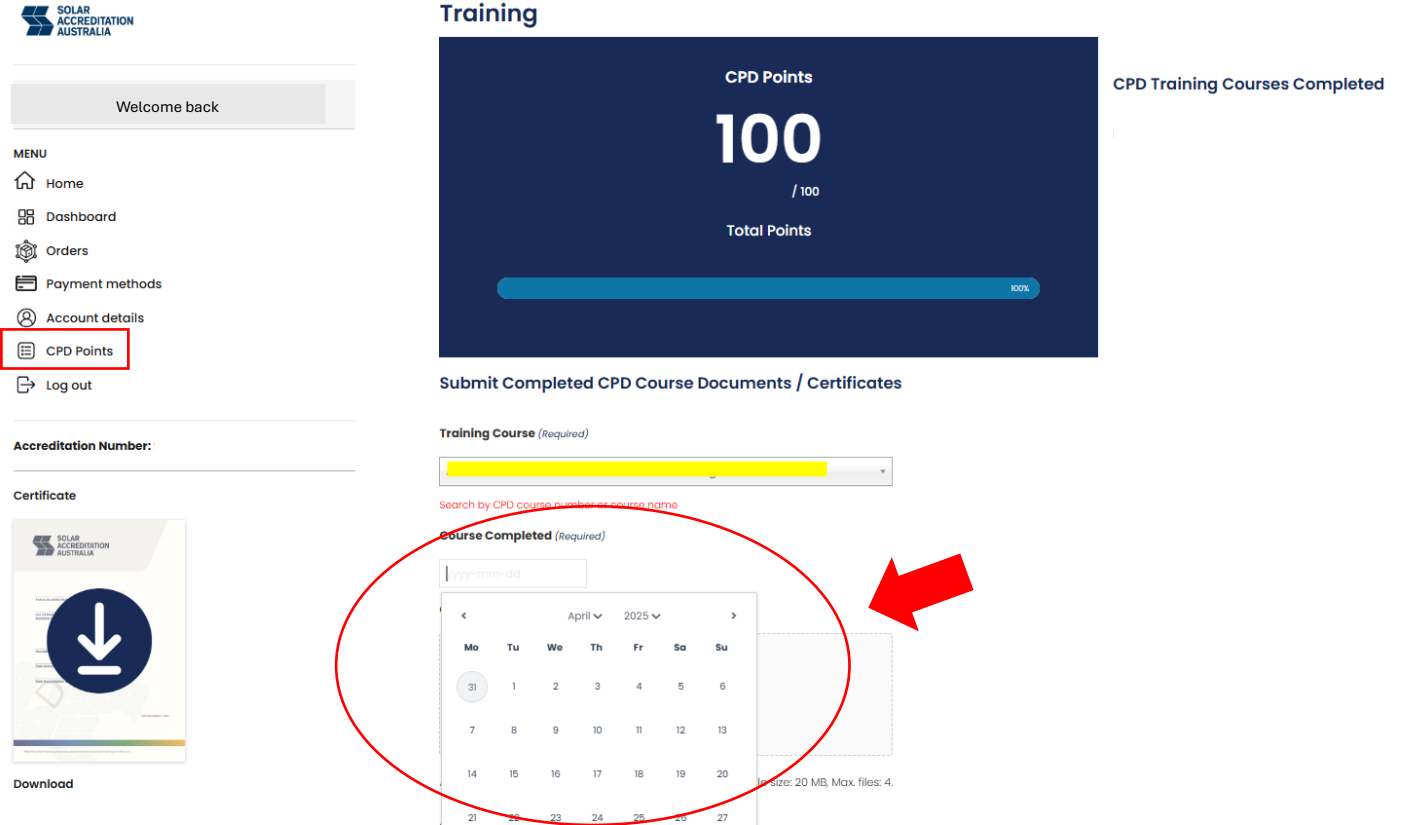
SELECT FILES

Accepted file types: jpg, jpeg, gif, png, pdf, doc, docx, Max. file size: 20 MB, Max. files: 4.

SUBMIT

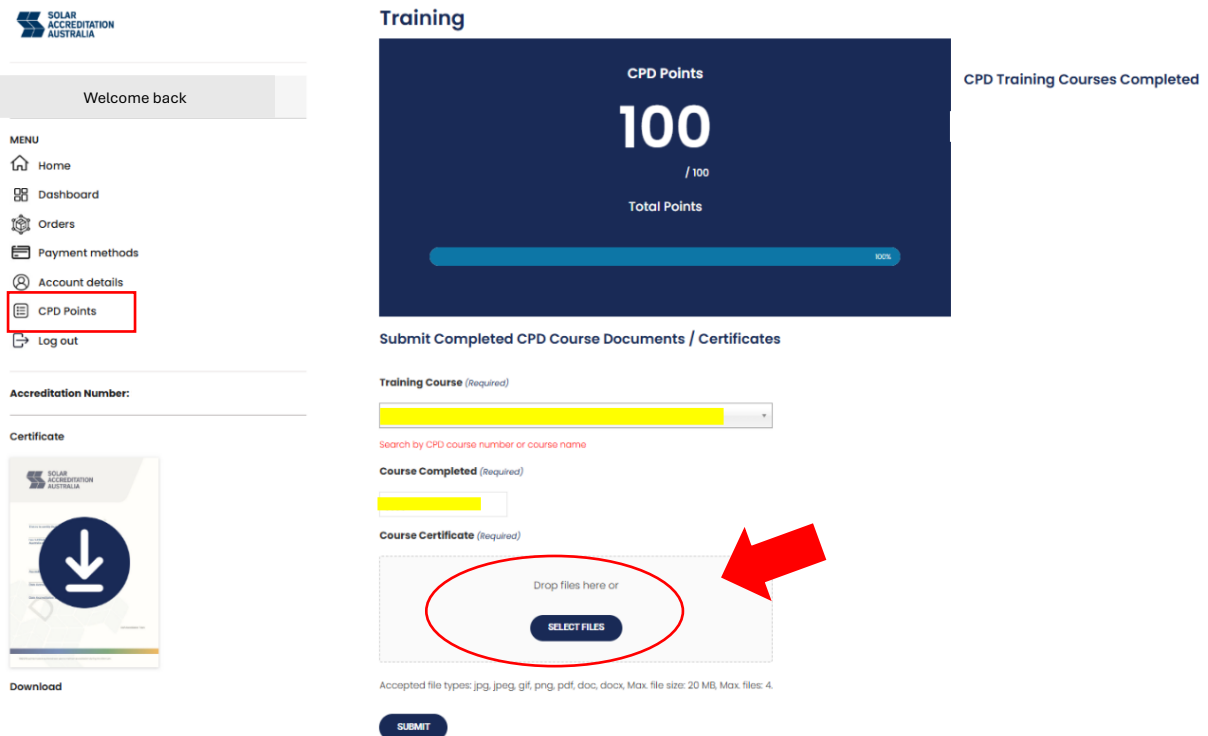
**4. Enter the course completion date.**

*Note: the **course** and **completion date** you enter must match the details on your CPD certificate.*



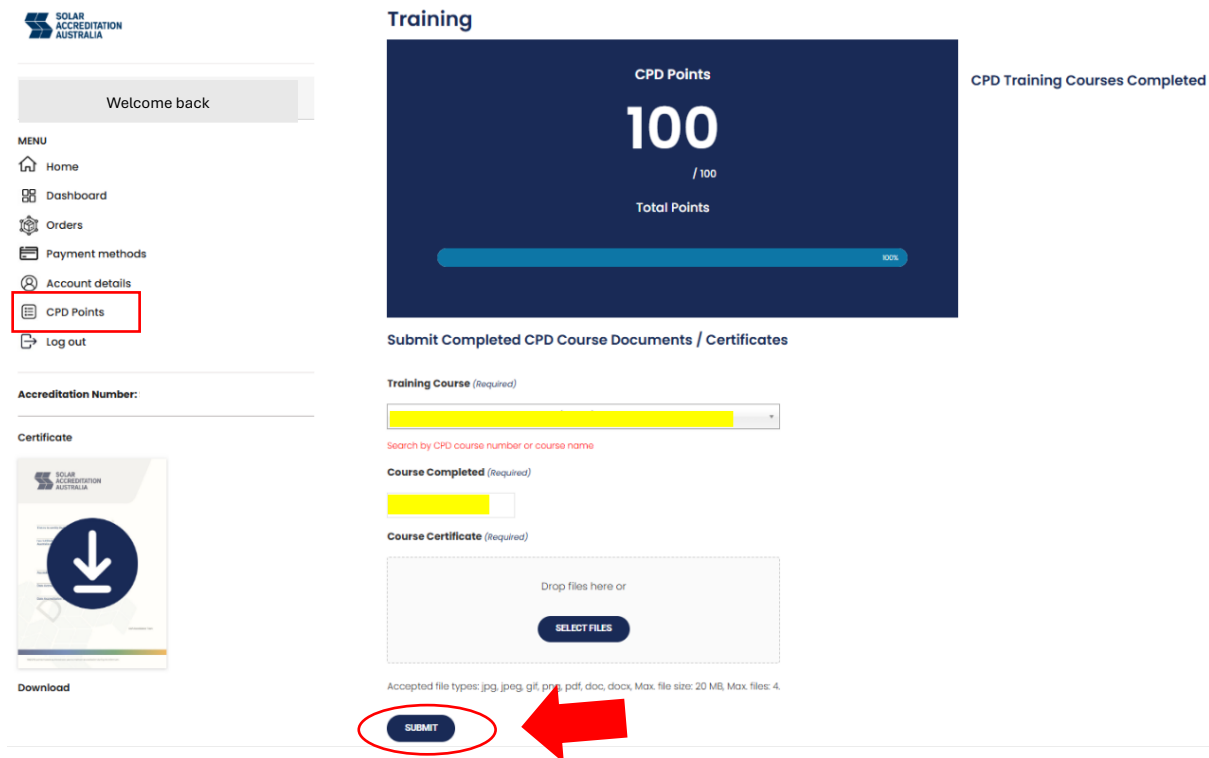
The screenshot shows the user interface for submitting CPD course documents. On the left is a navigation menu with 'CPD Points' highlighted. The main area displays 'CPD Points 100 / 100 Total Points' with a 100% progress bar. Below this is the 'Submit Completed CPD Course Documents / Certificates' section. A dropdown menu for 'Training Course' is selected. The 'Course Completed' field is highlighted with a red circle, and a calendar is open to select a date in April 2025. A red arrow points to the calendar. A 'Download' button is visible for the certificate image.

**5. Upload the CPD certificate.**



This screenshot shows the next step in the submission process. The 'Course Completed' field is now filled with a yellow bar. The 'Course Certificate' field is highlighted with a red circle, and a red arrow points to the 'SELECT FILES' button within the file upload area. The 'Download' button for the certificate image is also visible.

**6. Click submit.**



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Accreditation Number:

Certificate

Download

**Training**

CPD Points  
**100**  
/ 100  
Total Points

CPD Training Courses Completed

Submit Completed CPD Course Documents / Certificates

Training Course (Required)

Search by CPD course number or course name

Course Completed (Required)

Course Certificate (Required)

Drop files here or

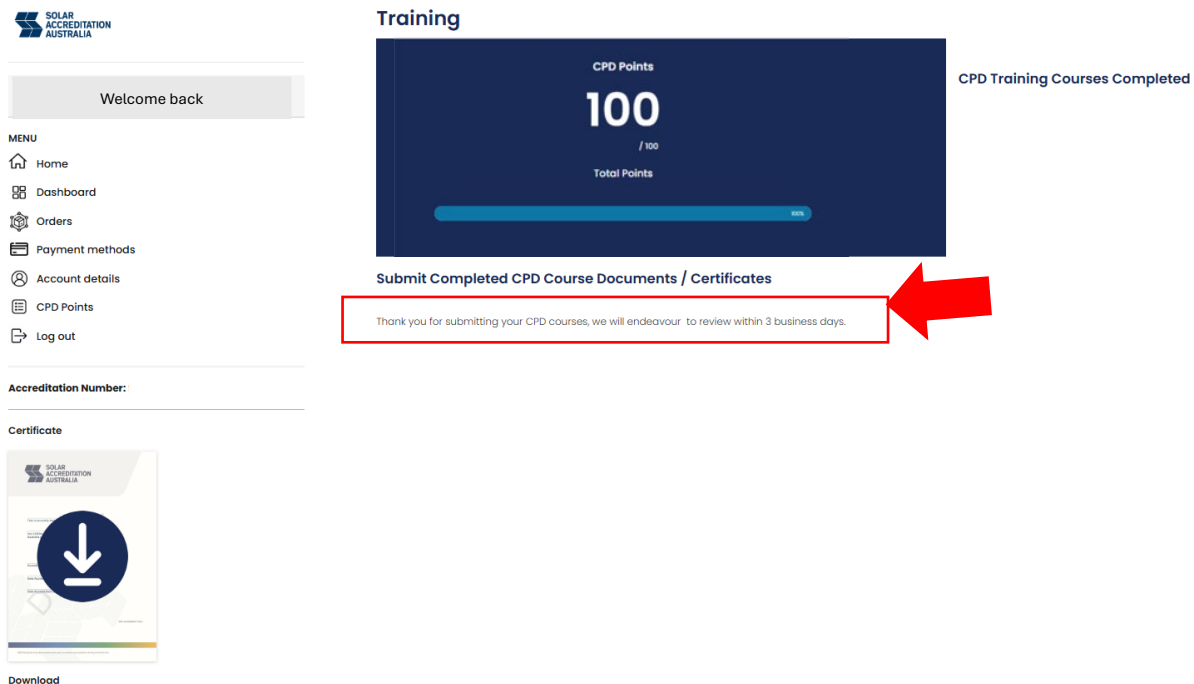
SELECT FILES

Accepted file types: jpg, jpeg, gif, png, pdf, doc, docx. Max file size: 20 MB, Max files: 4.

SUBMIT

**7. A confirmation of submission of points appears on the CPD Points page.**

*Note: our processing times are currently longer than usual due to high volume of CPD enquiries and may take up to 5 business days for CPD points to show up in the Portal. We are prioritising urgent requests and appreciate your patience.*



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Accreditation Number:

Certificate

Download

**Training**

CPD Points  
**100**  
/ 100  
Total Points

CPD Training Courses Completed

Submit Completed CPD Course Documents / Certificates

Thank you for submitting your CPD courses, we will endeavour to review within 3 business days.

**8. Once approved, CPD points will be added to your annual total and will appear in the CPD Points total in the Portal.**

## Frequently Asked Questions

[Please refer to our website for the full list of FAQs.](#)

### **Q: Where do I find how many CPD points I need and when they are due?**

You can find the number of CPD points and the due date when you login to the SAA Portal and click on the 'CPD Points' tab located in the Menu on the left-hand side.

### **Q. Where can I find a list of CPD training available?**

The CPD [Courses – Solar Accreditation Australia](#) page features a wide range of courses from third-party training providers to help you stay current with the latest technologies, industry trends, and regulations. There's something available for all levels of experience.

### **Q: I submitted my CPD points the day before they were due, will they get processed in time?**

Our processing times are currently longer than usual due to high volume of CPD enquiries. We are prioritising urgent requests, but it may take up to 5 business days for some CPD points to show up in the Portal.

### **Q: What does it mean if my accreditation is suspended?**

If accreditation is suspended, you are not eligible to claim STCs and please also note that where there is an intention to claim STCs on an installation, no work can occur on that installation whilst in a suspended status.

### **Q: I submitted my CPD certificates, why did my accreditation still get suspended?**

It may be due to CPD certificates submitted the day before the due date and we are still processing them. If your accreditation has been suspended while you submitted your CPD points by the due date and your certificates are then approved, we will lift your suspension automatically.

### **Q: I completed a CPD course but don't have a certificate, can I still receive CPD points?**

You should contact the training provider where you completed the course and ask for a certificate. Certificates of completion are usually not issued automatically and may take up to a week to be processed. After receiving your certificate, you can submit it for CPD points.