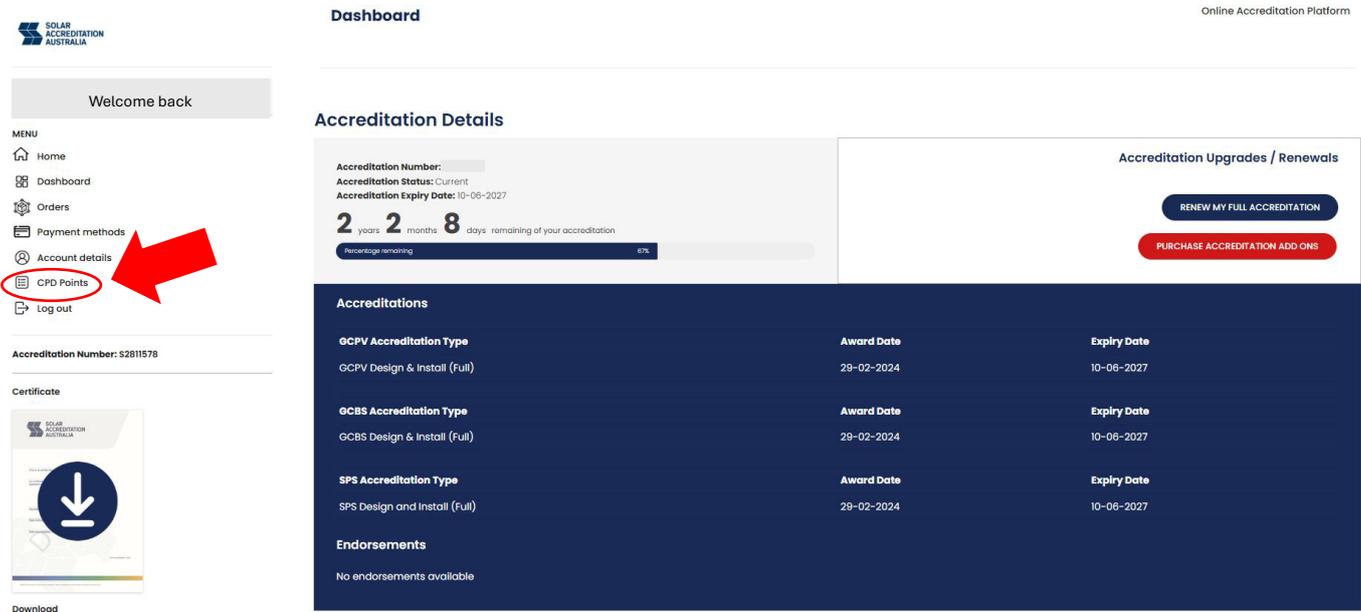


Instructions for Uploading Your CPD Points to the SAA Portal

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
2. Click on CPD Points tab in the Menu on the left-hand side



Dashboard Online Accreditation Platform

Welcome back

MENU

- Home
- Dashboard
- Orders
- Payment methods
- Account details
- CPD Points**
- Log out

Accreditation Number: S2811578

Certificate 

Accreditation Details

Accreditation Number:
 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](#)

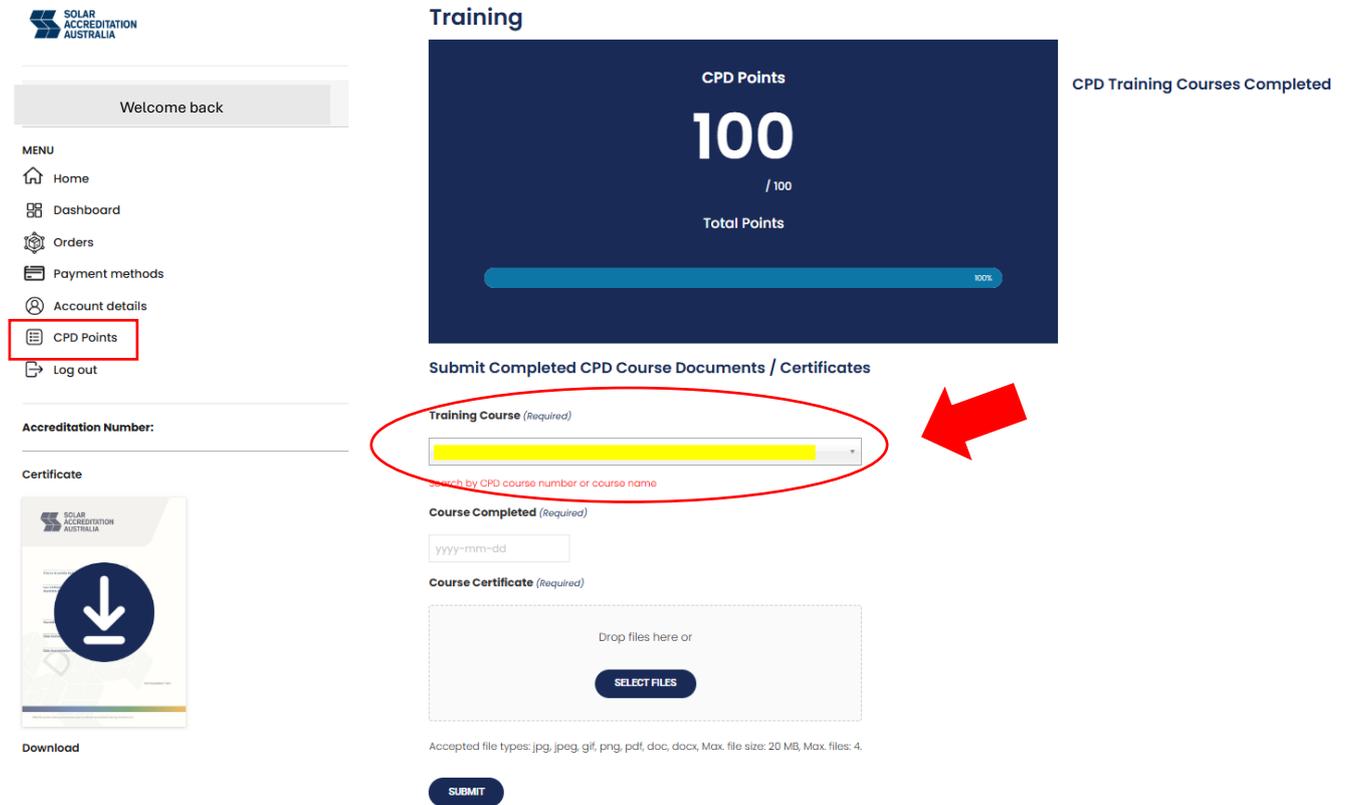
Accreditations

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)

Search by CPD course number or course name

Course Completed (Required)

Course Certificate (Required)

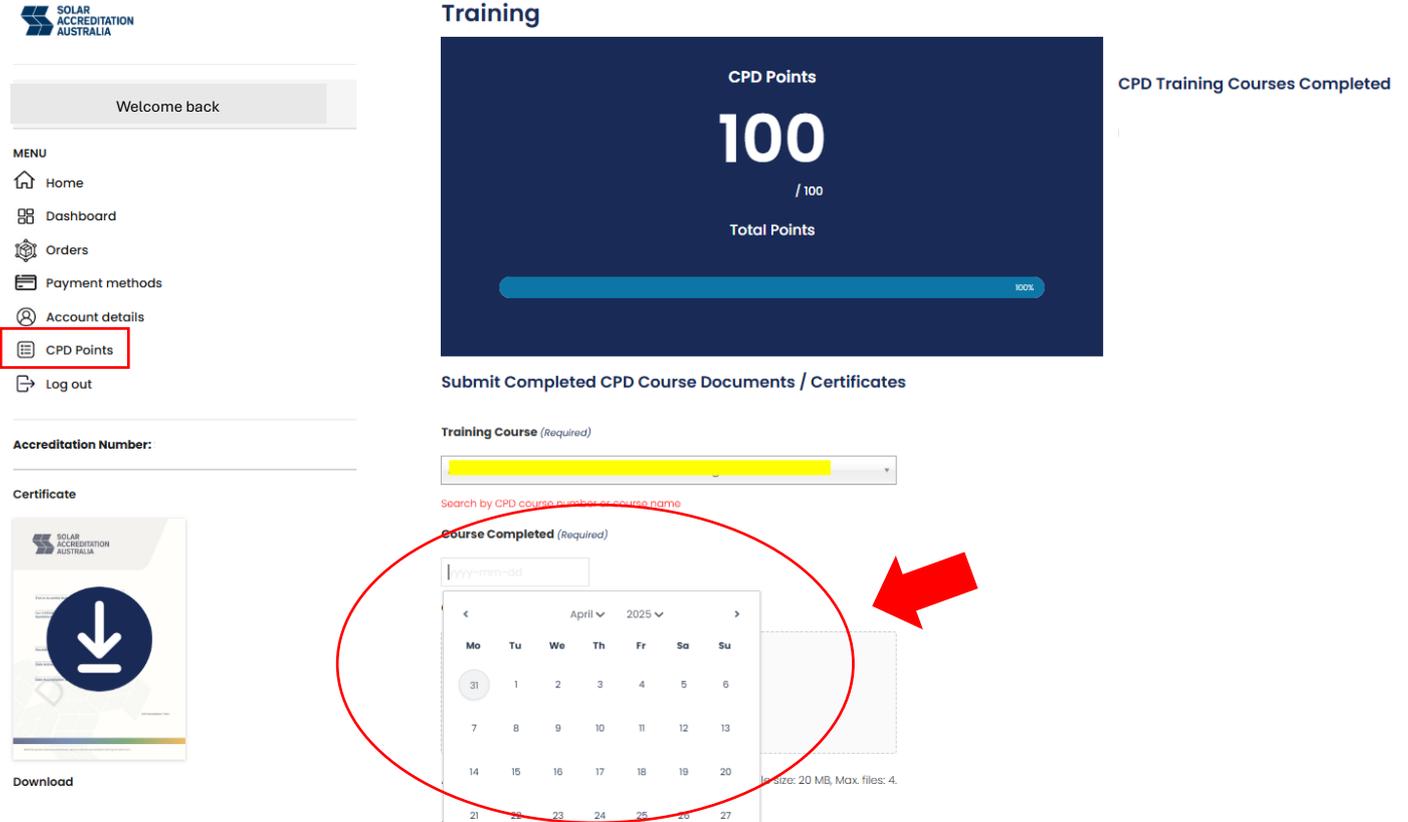
Drop files here or [SELECT FILES](#)

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

[SUBMIT](#)

4. Enter the course completion date.

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



Training

CPD Points
100
/ 100
Total Points

CPD Training Courses Completed

Submit Completed CPD Course Documents / Certificates

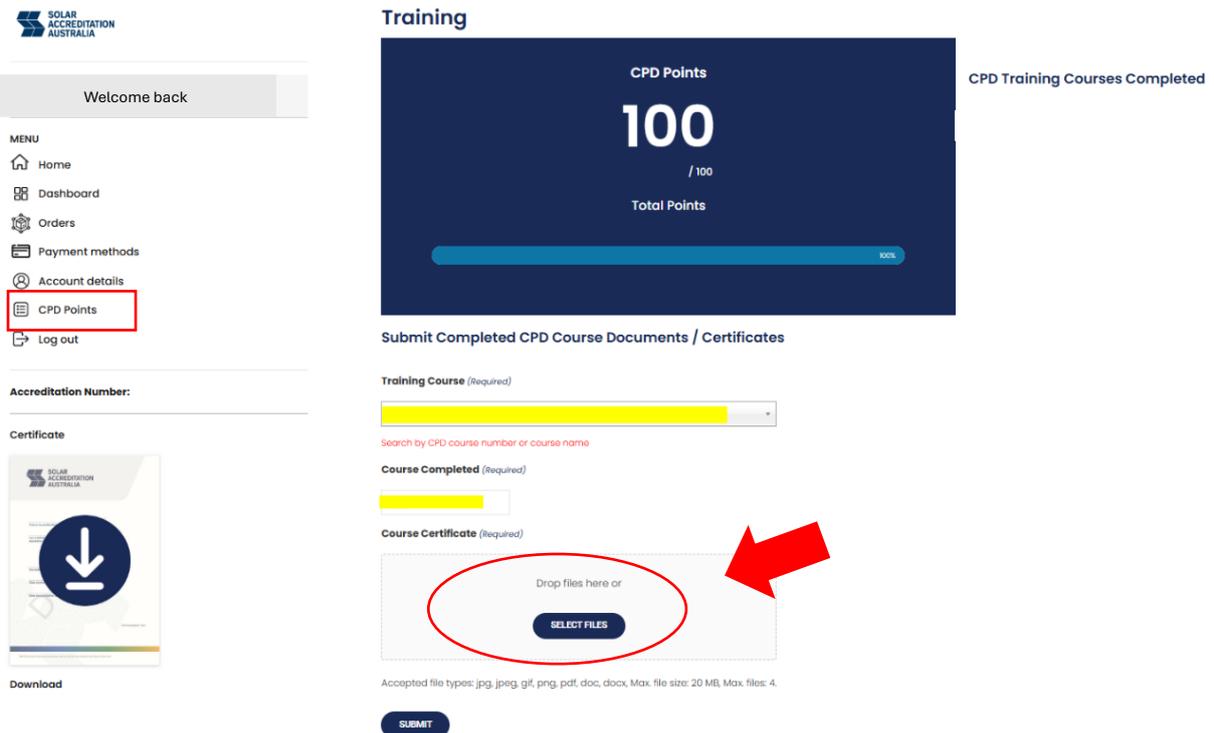
Training Course (Required)

Search by CPD course number or course name

Course Completed (Required)

Download

5. Upload the CPD certificate.



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)

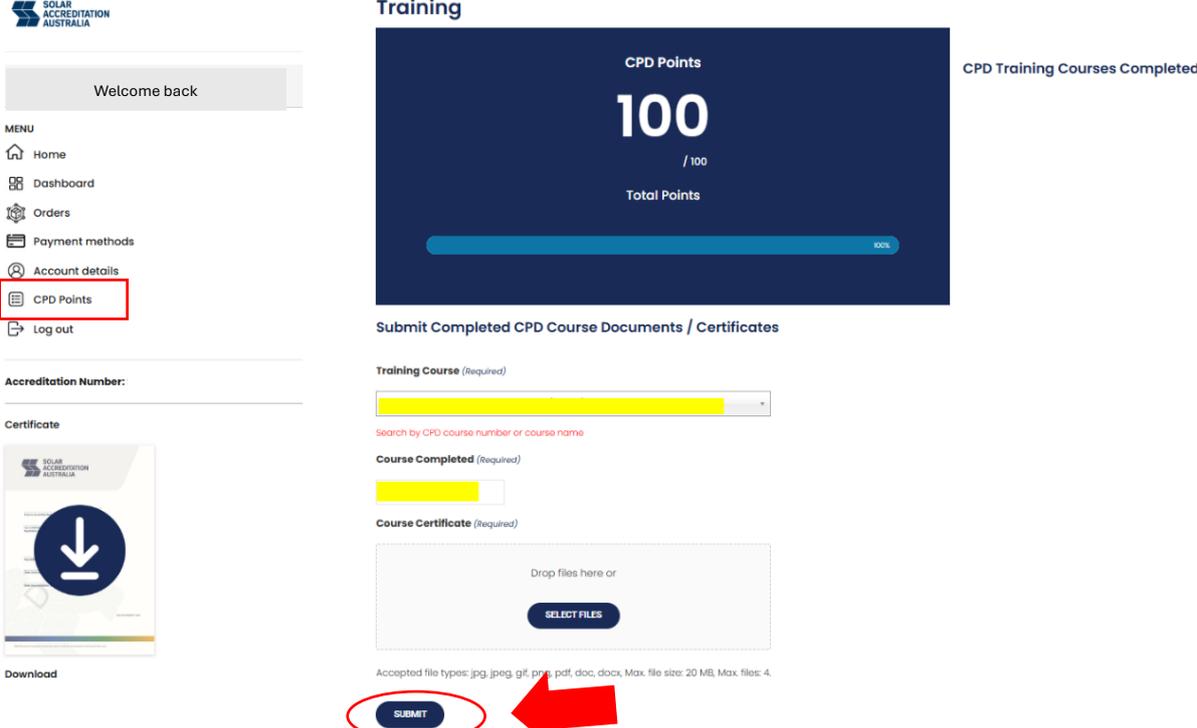
Drop files here or
SELECT FILES

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

SUBMIT

Download

6. Click submit.



Welcome back

MENU

- Home
- Dashboard
- Orders
- Payment methods
- Account details
- CPD Points**
- Log out

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

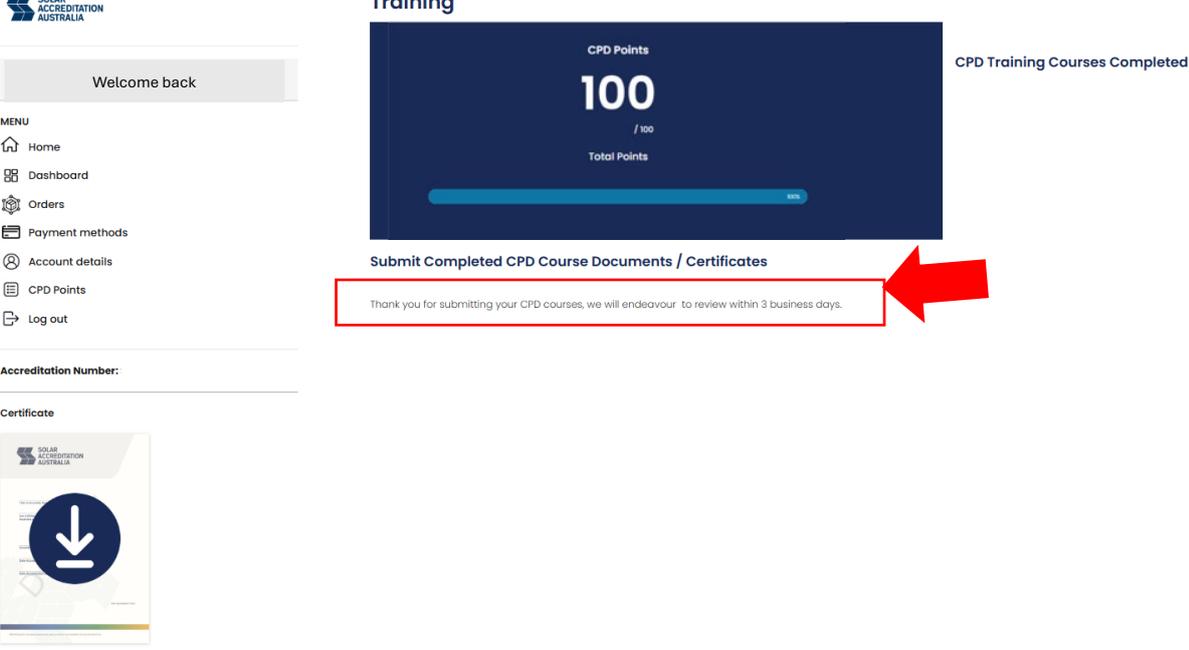
SELECT FILES

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.



Welcome back

MENU

- Home
- Dashboard
- Orders
- Payment methods
- Account details
- CPD Points**
- Log out

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.