

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 <u>www.saaustralia.com.au</u>
- 2. Click on CPD Points tab in the Menu on the left-hand side

SOLAR ACCEPTIATION AUSTRALIA	Dashboard		Online Accreditation Platform
Welcome back	Accreditation Details		
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⊖ Log out	Accreditations		
Accreditation Number: \$2811578	GCPV Accreditation Type GCPV Desian & Install (Full)	Award Date 29–02–2024	Expiry Date
Certificate	GCBS Accreditation Type	Award Date	Expiry Date
	GCBS Design & Install (Full) SPS Accreditation Type	29-02-2024 Award Date	10-08-2027 Expiry Date
e	SPS Design and Install (Full) Endorsements	29-02-2024	10-06-2027
Download	No endorsements available		

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

SOLAR ACCREDITATION AUSTRALIA	Training		
	CPD Points	CPD Training Courses Completed	
Welcome back	100		
MENU	100		
Home	/ 100		
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Certificate	Swech by CPD course number or course name		
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	yyyy-mm-dd		
	Course Certificate (Required)		
- *	Drop files here or		
	SELECT FILES		
Download	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.

SOLAR ACCREDITATION AUSTRALIA	Training	
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5. Upload the CPD certificate.





6. Click submit.

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SOLAR SOLAR AUSTRALIA	Course Completed (Required)		
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	Course Certificate (Required)		
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Download	Accepted file types: jpg, jpeg, gif, ppg, pdf, doc, docx, Max. file size: 20 MB, Max. files: 4.		
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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.

SOLAR ACCREDITATION AUSTRALIA	Training		
	CPD Points	CPD Training Courses Completed	
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Home	Total Points		
28 Dashboard			
Orders			
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Account details	Submit Completed CPD Course Documents / Certificates		
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B Log out	mank you for submitting your CPD courses, we will endeavour to review within 3 business adys.		
Accreditation Number:	_		
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SOLAR ACCEPOTATION AUSTRALIA			
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8. Once approved, CPD points will be added to your annual total and will appear in the CPD Points total in the Portal.