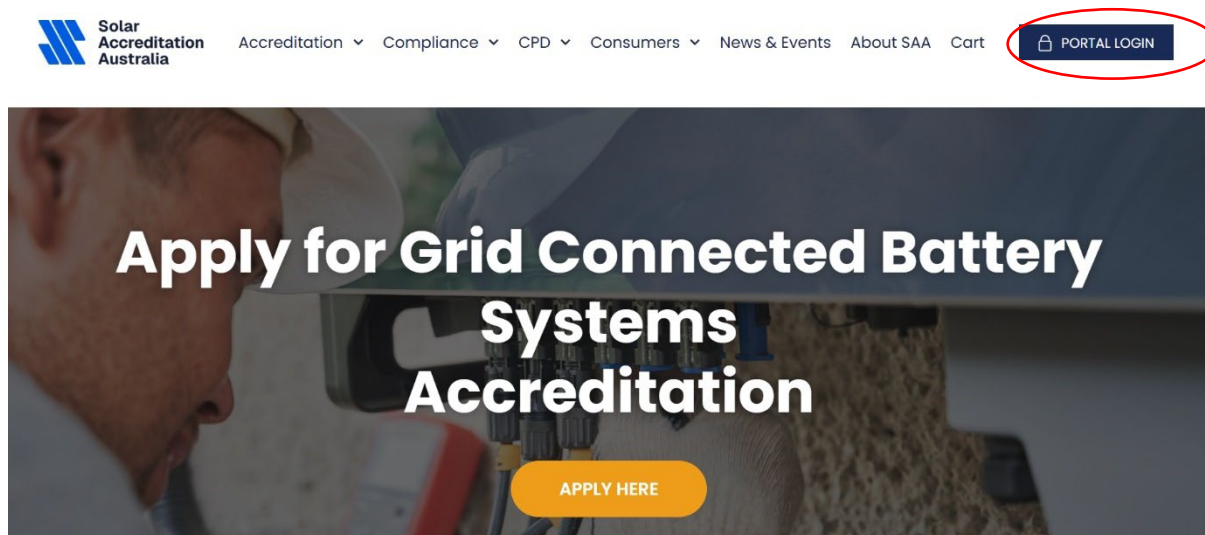


## Instructions for Uploading Your CPD Points to the SAA Portal

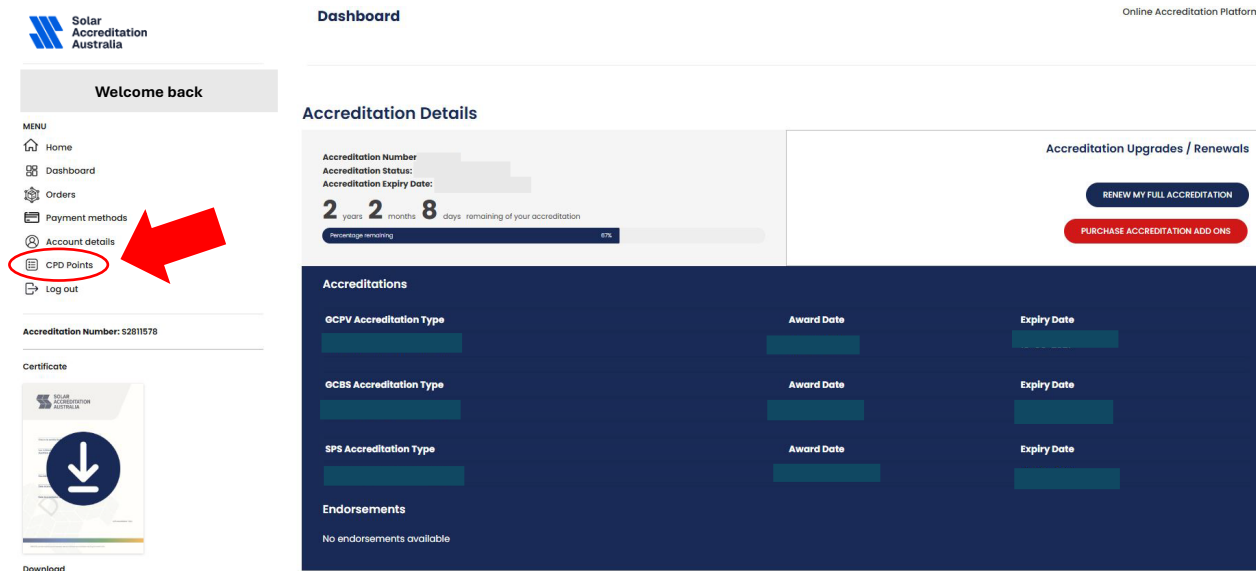
The following step-by-step guide will help you upload your CPD certificates to the SAA Portal. We will then process the certificates and add points to your annual CPD total.

**We can not accept certificates that are emailed to us.**

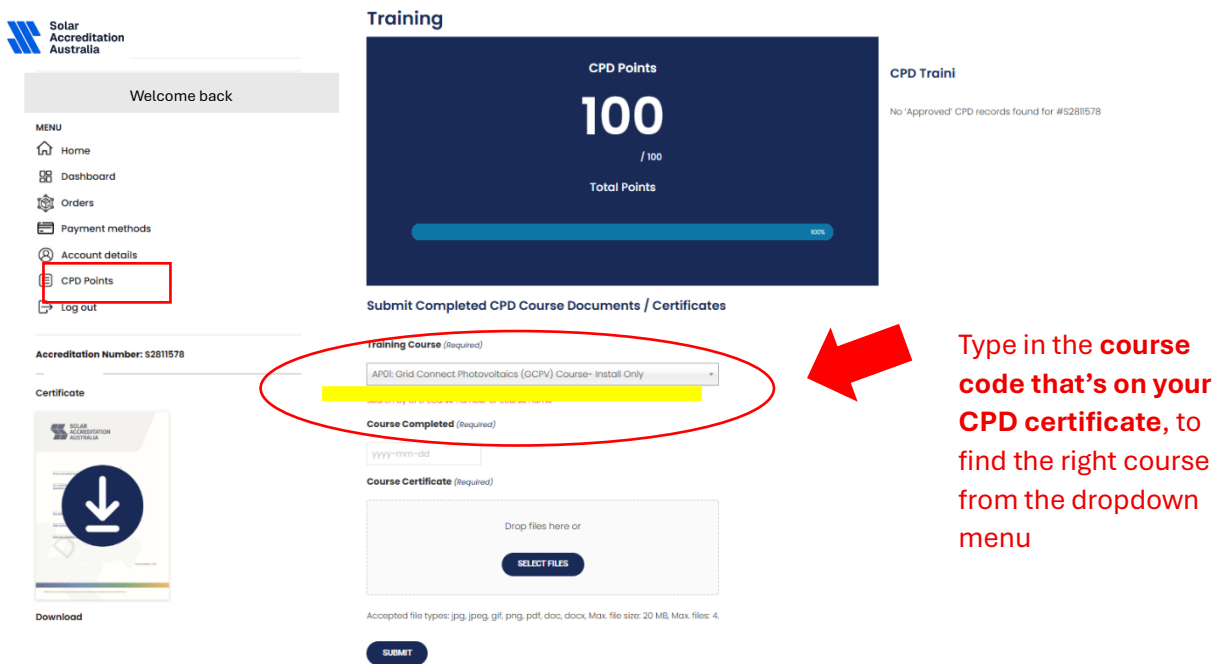
1. Login to SAA Portal from [www.saaaustralia.com.au](http://www.saaaustralia.com.au)



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



### 3. Type in the course code or select the relevant training course from the dropdown list.



**Training**

CPD Points  
**100**  
/ 100  
Total Points

CPD Traini  
No 'Approved' CPD records found for #S281578

Welcome back

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

Accreditation Number: S281578

Certificate  
Download

**Submit Completed CPD Course Documents / Certificates**

Training Course (Required)  
AP01: Grid Connect Photovoltaics (GCPV) Course- Install Only

Course Completed (Required)  
yyyy-mm-dd

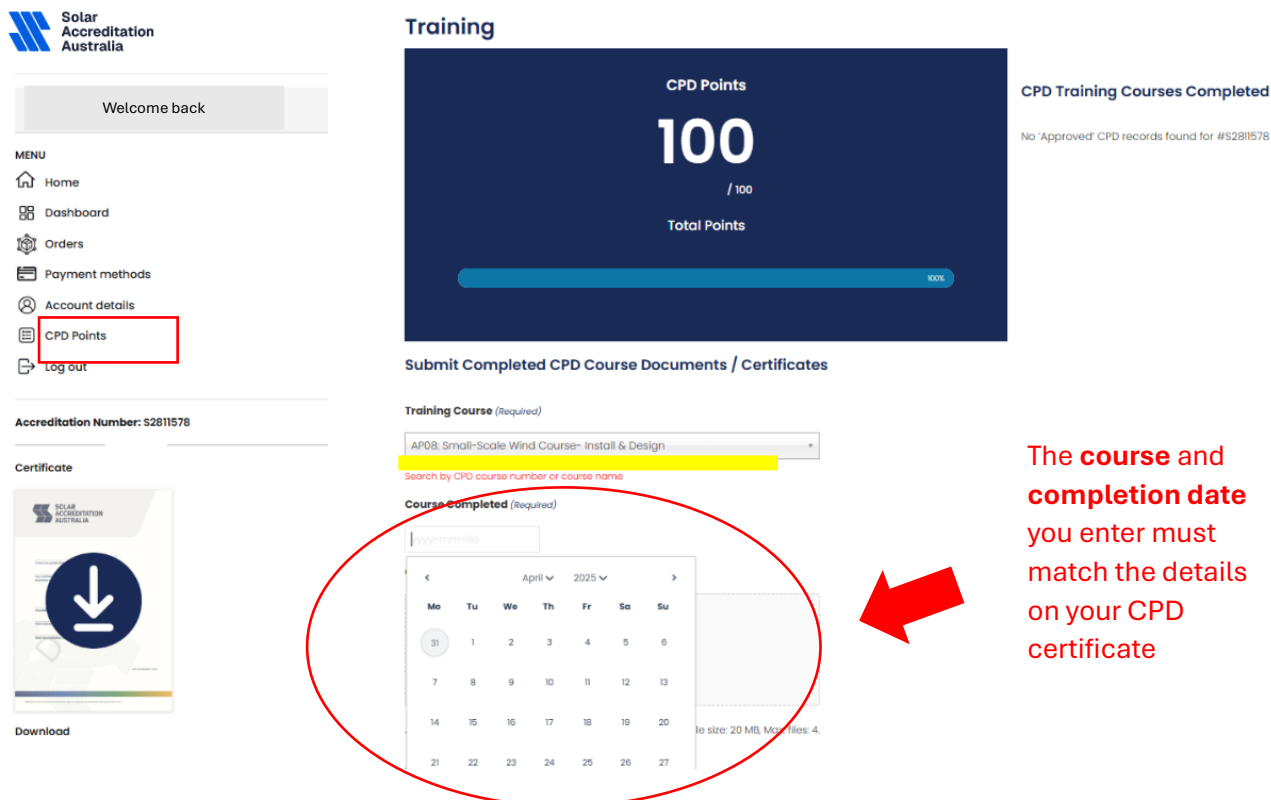
Course Certificate (Required)  
Drop files here or  
SELECT FILES

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

SUBMIT

Type in the **course code** that's on your **CPD certificate**, to find the right course from the dropdown menu

### 4. Enter the course completion date.



**Training**

CPD Points  
**100**  
/ 100  
Total Points

CPD Training Courses Completed  
No 'Approved' CPD records found for #S281578

Welcome back

MENU  
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Account details  
**CPD Points**  
Log out

Accreditation Number: S281578

Certificate  
Download

**Submit Completed CPD Course Documents / Certificates**

Training Course (Required)  
AP08: Small-Scale Wind Course- Install & Design

Course completed (Required)  
yyyy-mm-dd

Search by CPD course number or course name

April 2025


Mo Tu We Th Fr Sa Su  
31 1 2 3 4 5 6  
7 8 9 10 11 12 13  
14 15 16 17 18 19 20  
21 22 23 24 25 26 27

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

The **course** and **completion date** you enter must match the details on your CPD certificate

## 5. Upload the CPD certificate.

**Only one certificate can be uploaded per submission!**




Welcome back

**MENU**

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

Accreditation Number: S2811578

**Certificate**



Download

### Training

CPD Points

# 100

/ 100

Total Points

100%

CPD Training Courses Completed

No 'Approved' CPD records found for #S2811578

**Submit Completed CPD Course Documents / Certificates**

Training Course (Required)

AP08: Small-Scale Wind Course- Install & Design

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**

Click Submit once your certificate is uploaded

## 6. A confirmation of submission of points appears on the CPD Points page.




Welcome back

**MENU**

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

Accreditation Number: S0000000

**Certificate**



Download

### Training

CPD Points

# 100

/ 100

Total Points

100%

CPD Training Courses Completed

No 'Approved' CPD records found for #S0000000

**Submit Completed CPD Course Documents / Certificates**

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

✓