Accredited person information sheet

Accredited professionals attending face-to-face courses with online assessment

Attendees who wish to earn CPD points for SAA courses delivered in-person, or courses hosted on the SAA learning management system, should ensure they have access to their SAA Accreditation number with them when attending a training event.

The process that will be followed is:

- Accredited persons scan a QR code available only at the in-person event, enter their SAA accreditation number in an online enrolment form, then submit the form. (This can only happen at the event).
- Submitting the form enrols the individual in the course group and unlocks access to an online knowledge assessment that will be available in SAA's CPD Hub following course delivery.
- Individuals have up to 30 days following their attendance at the course to complete the online knowledge assessment.
- Individuals who pass the knowledge assessment, will have CPD points automatically added to their CPD points tally without the need to upload a certificate, providing they have not previously completed the course and already claimed points for it (in the same CPD cycle).

Accessing your accreditation number

You can check your accreditation number by logging in to the accreditation portal – at www.saaustralia.com.au. (You can reset your password if you don't remember it).

Completing the online assessment

After attending the course, and submitting the online enrolment form, you will receive an email providing a hyperlink to access the knowledge assessment through SAA's CPD Hub at: https://cpdhub.saaustralia.com.au/users/sign_in, and locating the course under 'my learning'.

Remember, your CPD Hub login may be different from your login to the accreditation portal. You can reset your password for CPD Hub if needed.

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