

Professional Competence – How to edit an existing form

View/edit your forms

- Click the category name you want to view/edit from the relevant Professional Competence Requirements
- A new screen will pop up. Click “**Show more**” at the bottom of the screen
- A group called “**Links matching this target**” will appear. This includes all forms you have created that relate to the category requirement for the relevant Professional Competence year
- Click on the name of the form you want to edit (e.g. “CPD”)

NB: you may also see a group of “**Other links**” – this a list of all other forms of the same type that you have created

Edit the start or end date

- Click the EDIT button at the top of the form.
- Be careful when editing the “**Date occurred on**”. Remember that the date you enter will link your form to the corresponding Professional Competence year, e.g. dates for 2019-2020 must be between 1 May 2019 and 30 April 2020
- When you have made your changes, click SAVE

Edit the details

- Click the EDIT button at the bottom of the form
- When you have made your changes, click SAVE

Quickly find a specific form

- Click TIMELINE in the navigation bar
- Start typing a word you used in the form you want to locate
- Click the SEARCH button
- Follow the steps outlined above to view or edit the form

We’re here to help

We can advise you on how to maintain your professional competence and continuously develop your professional skills. You can also find a wealth of information on our website www.rcpi.ie/professional-competence/

Contact the RCPI Professional Competence department at (01) 863 9739 or professionalcompetence@rcpi.ie