



BASIS and PROMPT answer your questions about Continuing Professional Development (CPD)

CPD FAQ

1 How long does the PROMPT application process take?

If a fully completed application form is received, with proof of relevant qualification and photograph, then the process should take no longer than five working days after receipt. Application forms, qualifications and photos can be submitted by either post or email to michele@basis-reg.co.uk

2 Once registered, can I access my training record online?

Yes. You will need your current email address and PROMPT account number (200.....) to login at <http://www.basis-reg.com/profregister/member/login.aspx> where you can request a copy of your training record. The record will be emailed to you within a minute of your request.

3 How do I register my points and can somebody else do it for me?

Points should be registered automatically for qualifying events by event organisers, so make sure you always sign the attendance lists or have your PROMPT card scanned. Your points log builds over the year and can be viewed at any time (see question 2) and additional points registered by you – so no need to keep your own training and CPD log.

4 I haven't got access to a computer or the internet – can I still be a member?

Yes. However, in order to maintain or obtain your CPD record, you will need to ring the PROMPT team who will be happy to assist. Most local libraries have internet services which anyone can use, or maybe your employer can help with access.

5 How can I find how many points I've still got to record?

The annual requirement is only 20 points. Once you have accessed your training record (see question 2) this will show your current points achieved and areas where you still need to obtain CPD.

6 I've just accessed my training record online and not all the points I've earned are there, what do I do?

If some events are missing from your record then print a copy and write on the events which are missing. Return the amended training record to the PROMPT team who will amend your record to include the missing events or, alternatively, email the PROMPT team with the details michele@basis-reg.co.uk

7 I can't remember what points were available for an event I attended last year. Where can I find out?

There is no need to refer to past events unless an event has been missed off your training record, in which case contact the PROMPT team (see question 6). The online events diary lists current and future events only, to avoid confusion when there are many events listed, so it is a good idea to keep your online CPD record updated after each event.

8 Where can I see a list of points available for future events?

See the Diary of Events on the PROMPT website <http://www.basis-reg.com/profregister/eventdiary.aspx>

9 What is the minimum number of hours I'm required to complete?

You are required to obtain a minimum of 20 CPD points per annum, which takes around 10-20 hours of qualifying activities depending on content and level of participation. Many members gain in excess of 20 points each year and are clearly benefiting from the experience of this additional CPD. Remember an event does not have to be an expensive training course: it could be an internal team meeting, BPCA regional meeting, supplier day, attendance at an exhibition or an update from your own technical reading and/or research.

10 I've recorded in excess of 20 points, can the surplus be carried forward?

Unfortunately the scheme does not allow CPD points to be carried forward. The purpose of CPD is to record current training and learning activities, however, account will be taken of fluctuations in CPD activity from one year to the next depending on the individual's record and circumstances.

11 I've not managed to get 20 points this year. Will my membership be cancelled?

No. The PROMPT team make every effort to determine reasons for any shortfall. Where there are good reasons these can be taken into account. It is often the case that there are some CPD activities that have simply been missed from an individual's training record.

12 Many customers ask me for ID – can PROMPT help and what does it mean to the customer?



The PROMPT ID card demonstrates that PROMPT members have up-to-date knowledge and skills to perform pest control duties and employers/clients can be assured that a PROMPT member is recognised as being suitably qualified and holding the relevant knowledge to carry out his work in a professional and efficient manner. Clients are being encouraged to ask for the card, so getting one is even more important.

13 I've just spent an hour reading the General Licence updates, how can I record that on my training record?

Any CPD activities which have not been pre-registered with PROMPT can be assessed and added to your record – see question 6.

14 Are there any restrictions on how many points can be earned from specific items, e.g. magazine subscriptions?

Yes. Each category of CPD activity has a minimum and maximum points allocation. Individual magazine subscriptions (e.g. PPC) are allowed a maximum of 2 points, with an annual maximum of 4 points for ALL magazine subscriptions in any membership year.

15 I've lost my PROMPT card, can I get a replacement?

Yes. Please contact the PROMPT team to arrange a replacement.

16 My employer won't pay the PROMPT subscription, can I still join personally?

Yes. PROMPT is a register of individual pest controllers and, although many employers pay employees' registration fees, there is no reason why individuals can't pay for themselves. PROMPT registration cards carry the employer's business logo on the reverse which is an option regardless of who pays the subscription – but a good incentive for the employer!

17 I've changed employers; will my points earned with them be lost?

No. PROMPT is a register of the individual's CPD activities, retained under the individual's name. Companies may sponsor employees but PROMPT is NOT a company scheme.

18 My company holds weekly team briefings, does this count towards CPD and how is it registered?

Yes – team briefings can be awarded as CPD. They need to be registered by the employer as events which will then be assigned points and processed in the normal way. The employer will simply need to submit an attendance list following the meeting for the individual's records to be automatically updated.

19 I've recently passed Level 2 and joined PROMPT free of charge as a result. When does my free membership expire?

Free membership expires at the end of the current membership year i.e. 1 January of the year following qualification.

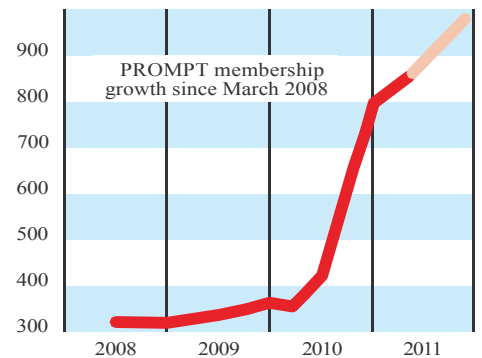
20 What are the options for my non-field based colleagues / employees?

Colleagues who have not yet achieved the BPCA/RSPH Level 2 Award in Pest Management (or equivalent) may join

PROMPT as an Associate Member working towards full membership. They will receive an Associate card, and be able to track their CPD.

And finally: so how can I get CPD points?

There are a huge number of ways to get CPD – and you're doing one right now! Reading industry magazines is an easy way of picking up points. However, you can also get a good range of points from in-house training, visiting exhibitions such as PestEx, or even technical conversations with BPCA's own staff. Most manufacturers and distributors have CPD available in a variety of forms, including online and paper tests. To see if something qualifies, just contact the PROMPT team.



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