



Introducing Certification Renewal via Continuing Professional Development (CPD) points

PeopleCert



Introduction

In this guide, you will find details of how you can keep your certification(s) current by logging Continuing Professional Development (CPD) points in MyAxelos.

As an individual, CPD will enable you to keep up to date with best practices in your particular discipline, support your everyday work, optimise efficiencies, introduce better ways of working with your team and enhance your career potential. As an employer, investing in professional development helps you retain motivated, ambitious teams and improves internal processes and outputs.

MyAxelos, PeopleCert's exclusive global membership programme, is designed to support you on your learning journey, with industry news, best practice insights, articles, exam preparation materials and webinars from subject-matter experts in your discipline. In addition, you can use your subscription to manage your certifications, digital badges and log CPD points.

Getting Started

To keep your certification(s) current, you can choose to log CPD activities. CPD points can be logged against 3 different categories: professional experience, professional education and community. Examples of activities per category are outlined below:

Professional Experience	Professional Education	Community
Professional practice: applying best practice in the workplace Coaching colleagues in relation to best practice Mentoring individuals or groups to support their development Work shadowing colleagues in relation to best practice <i>A minimum of 5 points in this category is required.</i>	PeopleCert certifications Other certifications from PeopleCert Accredited Training Organisations Other certifications from non-PeopleCert Accredited Training Organisations Professional qualifications from awarding bodies In house training E-learning Reading relevant books, publications, research, white papers etc. Engaging with podcasts and webinar	Organising industry / best practice related events Contributing to community discussion forums Authoring thought leadership Attending industry events Reading community discussion forums Volunteering to share your knowledge and experience



Existing certificate holders:

If you have already taken a certification with PeopleCert or one of its affiliated companies e.g. Axelos, you will be able to access your candidate information from your candidate account.

To review your candidate information and your certification renewal status from your candidate account, visit:

<https://www.peoplecert.org/certifications-and-memberships>

Step 1

Subscribe to MyAxelos through your PeopleCert account.

If you choose to maintain your certification(s) via the CPD logging pathway, we would recommend you subscribe to an annual membership, this way you can log CPD activities throughout the year without the need to resubscribe each month.

Step 2

1. On the homepage, you can check if you are eligible to keep your certification(s) current by logging CPDs.

The screenshot displays the MyAxelos website interface. At the top, there is a navigation bar with the MyAxelos logo, links for Home, Resources, CPD, Badges, and Help, and a user profile dropdown for Dhimitrios Sulanj. The main content area is divided into two columns. The left column, titled 'Featured Resources', contains three items: a video titled 'Benefits of a positive risk culture' by Dr Ruth Murray-Webster (February 21, 2023, 60 min watch, 20 Likes), a blog post titled 'The essential PRINCE2 reading list' (April 6, 2023, 6 min read, 2 Likes), and another blog post titled 'A guide to Continuous Professional Development (CPD)' (March 28, 2023, 8 min read, 9 Likes). The right column, titled 'MY CPD PROGRESS', lists three certifications: ITIL 4 (Renewal: 28/02/2024, CPD Status: Not Eligible), Project, Programme & Portfolio Management (Renewal: 21/08/2025, CPD Status: Eligible), and AgileShift (Manage CPD).



2. Click on the CPD menu item to start managing the CPDs.

The screenshot shows the myAXELOS CPD management interface. At the top, there is a navigation bar with 'Home', 'Resources', 'CPD', 'Badges', and 'Help'. The user's name 'Dimitrios Sulanj' is visible in the top right. The main content area is divided into two columns. The left column shows the 'ITIL 4' track with a '+', 'Project, Programme & Portfolio Management' track with a '-', and a 'RENEW BY: 21/08/2025' notice. Below this, there are three 'Certifications acquired' buttons: 'PRINCE2 PRINCE2® Foundation, 6th edition', 'PRINCE2 Agile PRINCE2 Agile Foundation', and 'PRINCE2 Agile PRINCE2 Agile Practitioner'. At the bottom left, there is a 'My CPD track record' section with a 'CPDs explained' button. The right column, titled 'MY CPD PROGRESS', lists three tracks: 'ITIL 4' (Renewal: 28/02/2024, CPD Status: Not Eligible, Learn more), 'Project, Programme & Portfolio Management' (Renewal: 21/08/2025, CPD Status: Eligible, Manage CPD), and 'AgileShift'.

3. Start logging CPDs by clicking on the add CPD button.

This screenshot is similar to the previous one but shows the 'My CPD track record' section expanded. It displays a circular progress indicator at '00/20' for 'Year 1' (21/08/2022 - 20/08/2023). A note indicates '* Mandatory Professional Experience points remaining : 5'. A red 'Add CPD' button is visible at the bottom of this section. The 'MY CPD PROGRESS' section on the right now includes a fourth track, 'RESILIA', with a 'CPD Status: Not Eligible' and a 'Learn more' link.



Certifications: Select the certifications which this activity applies to. You can select multiple qualifications for each activity.

We have grouped our Global Best Practice certifications into Product Suites to facilitate easy renewal and support your ongoing professional development. Certifications within a Product Suite all share the same renew by date.

For CPD submission, renewal takes place at Product Suite level.

Product Suites are as follows:

ITIL® 4 Product Suite: All ITIL® 4 certifications

Project, Programme & Portfolio Management Product Suite: PRINCE2®, PRINCE2® Agile, MoR®, MSP®, MoV®, MoP®, P3O®

AgileSHIFT® Product Suite: All AgileSHIFT® certifications

RESILIA® Product Suite: All RESILIA® certifications



Type of CPD: Choose one of 3 the categories for each activity.

Description field: Provide details of the activity for which you are logging your CPDs.

Points I'm claiming: Within Professional Education and Community, one point equates to one hour's worth of effort. You can record a minimum of 30 minutes or 0.5 points, and a maximum of 15 hours or 15 points per activity.

Take into consideration that each point is rounded (i.e. if you add 5.2 this will change to 5, 6.7 will change 7 etc.). If you add more points than required, then this message will appear:

Completion date: For the five points of Professional Experience, you will need to list five separate activities that you undertook in your role that relate to the best practice knowledge gained in your certification(s), and that link to the skills and behaviours within your certification(s).



What did you learn: Free text mandatory field

Include an attachment (not mandatory): Candidates can add multiple attachments for each activity in the following file formats: PDF, JPEG, PNG, DOC, XLS.

Click Submit: If you need more CPD points to complete the year, then you will see the following:

You have logged 8 CPD points this year ✕

 22.02.2023

PRACTITIONER

Anil Whatsapp

Candidate number: Sree_AnilWhatsapp
Points logged: 8
Overall points remaining: 12
Professional Experience points left: 2 (These are obligatory and must be claimed by 13/12/2023)

When you reach 20 logged CPD points, you will see the following message:

Congratulations! You have logged all CPD points for this year! ✕

22.02.2023

LEADER: DIGITAL AND IT STRATEGY

Anil Whatsapp

Candidate number: Sree_AnilWhatsapp
Points logged: 50
Overall points remaining: 0
You have claimed all the Professional Experience points for this year.



4. Review and edit your CPDs:

You can **review** your past CPDs by clicking on your CPD submission at any time. You can **edit** or **delete** your past CPDs by clicking on the pencil icon next to each submission. Please note that you can only edit a CPD submission within the current CPD period.

Edit your CPD Submission

Points I'm claiming
2

Completion date
20/02/2023

What did you learn?
Test

Include an attachment

Cancel Delete Submit

For audit purposes, CPD submissions from previous years cannot be deleted.

CPD activity for the past year: Candidates can click on any entry to review activities already submitted. However, you will have no option to edit, as the form is locked.

Edit your CPD Submission

Points I'm claiming
5

Completion date
25/01/2022


What did you learn?
test1

Include an attachment

Office Dictation

For audit purposes, CPD submissions from previous years cannot be deleted

Cancel Submit



We hope that this guide has been useful to support your CPD activity journey.

If you require any support, we're happy to help, please get in touch with customerservice@peoplecert.org.

Our team is available 24/7/365.

peoplecert.org

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