Submitting your ePortfolio extract for Review |**Checklist**

Have you checked that the cycles you plan to submit are finalised and in your Completed Cycles folder?	☐
Have you checked for, and removed, any patient specific or confidential information from the CPD cycles you plan to submit in your extract?	☐
If you would prefer not to be identified from your extract have you removed any self-identifying information from the CPD cycles you plan to submit?	☐
Have you checked your CPD cycles against the system-based standards? **(Remember - you can double check this using the Ready Reckoner after submission)**	☐
Have you checked your CPD cycles against the Peer Review Standards?	☐
Is at least one of the cycles in your ePortfolio extract dated as being created in the previous four years? (2013-2016)	☐
Is at least one of your CPD cycles based on a self-assessment against the PSI's Core Competency Framework (CCF) and created in the current year?	☐
After you have submitted your extract have you used the Ready Reckoner to check your submission(s) against the system-based standards? **(All lights should be green - a red light indicates that further action is required)**	☐
Have you received an IIOP email notification confirming your extract has been successfully submitted?	☐