ProfessionalCompetence

Entering the correct date in your ePortfolio Forms

When you first open your form the system will display the current date. For example:

Date occurred on ★	End date ★
Feb 18, 2020	Feb 18, 2020
Please indicate the date on which this event occurred.	If this event spans multiple days, please indicate the date on which this finishes.

To add your chosen date:

Date occurred on ★

Feb 18, 2020

«	February 2020	»

Mo	Tu	We	Th	Fr	Sa	Su
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	1
2	3	4	5	6	7	8

Today

Clear

- Click on the "**Date occurred on field**" – a calendar will appear:

- You can navigate through the calendar to your chosen date.

- Follow the same steps to add your chosen "**End date**"

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

Do you need help?

If you are experiencing difficulties meeting your Scheme requirements, either in relation to CPD or Audit/Quality Improvement Project and would like some specific advice, please do not hesitate to contact us via email to professionalcompetence@rcpi.ie .