

HOW TO RECORD YOUR CPD POINTS



Go the FERMA Rimap® website

Go to **https://ferma.lhwc.ch** and log-in into your account. At the right corner you will find the instructions.

Click on your **profile (you will see your profile summary- including the CPD points and the events attended)** and once on your profile click **EDIT PROFILE.**

Dashboard Calendar Content bank My certifications	Welcome to the FERMA certification platform CPD Points You can access the certification activities via the "Certification overview" section below. Check that the filter is set to "AII" if you can't see your certification. To be able to renew the can applied to the complete the complete the complete the complete the complete the completion of other activities (for example self declarations, uploading documentation, etc.). To be able to renew the can applied to the complete the	CPD Points To be able to renew the certificate, Risk managers must acquire 50 CPDs in the three year period. The points acquired can be transmitted to LHW with the aspropriate for or the candidate can uplead them independently to the platform. Just Click on your profile below and follow the instructions	
✗ Site administration	Certification overview T All (except removed from view) T All (except re	ppez im ferma.eu	
E al : •	User details Email address carmen.lopez@ferma.eu	Edit profile	

At the **EDIT PROFILE** page, scroll down until the section **REGISTRATION DETAILS.** You will need to insert:

- CPD Enter the total number of CPDs acquired in the three-year period.
 - check the FERMA website how to calculate the number of CPD points.
 - you will need to add the total of points.
- CPD Evidence Enter the description of the activity and the number of purchase points for each activity in the three-year period. Any supporting documents must be inserted in the personal "Upload Documents" section.

Once you are done, click on **UPDATE PROFILE.**

CPC CPC per	D - Enter the total number of Ds acquired in the three-year riod.	40		
CPI of t pur the sup inse Doo	D Evidence - Enter the description the activity and the number of rchase points for each activity in three-year period. Any oporting documents must be erted in the personal "Upload cuments" section.	Image: A → B I I III III III III III IIII IIII		
You will need to repeat this process				
for each CPD points you v	want to 🦳			
register.				
You will need to keep adding the points	he total of	Update profile Cancel		