FERMA Anticipating changes Shaping the future

HOW TO RECORD YOUR CPD POINTS

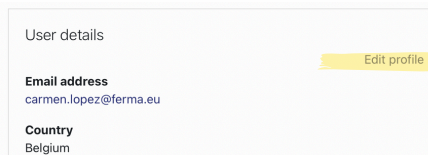**(1)** **Go the FERMA Rimap® website**

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.**
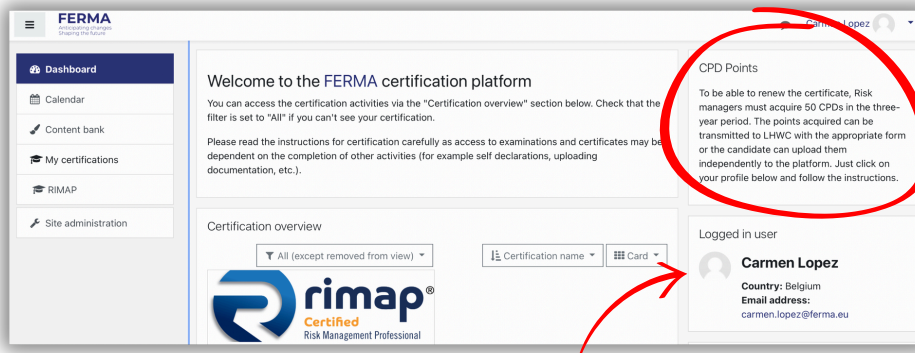
(2) **Edit your CPD points**

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.**

You will need to repeat this process for each CPD points you want to register.
You will need to keep adding the total of points