



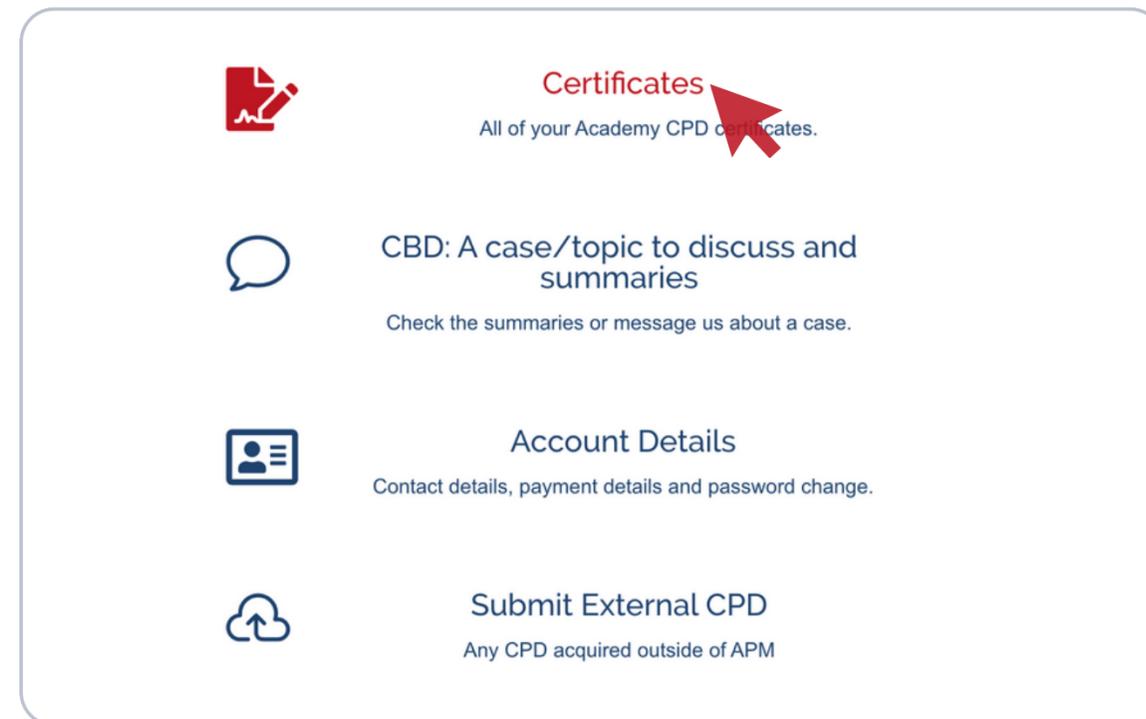
HOW TO CLAIM YOUR CERTIFICATES



Certificate Guide

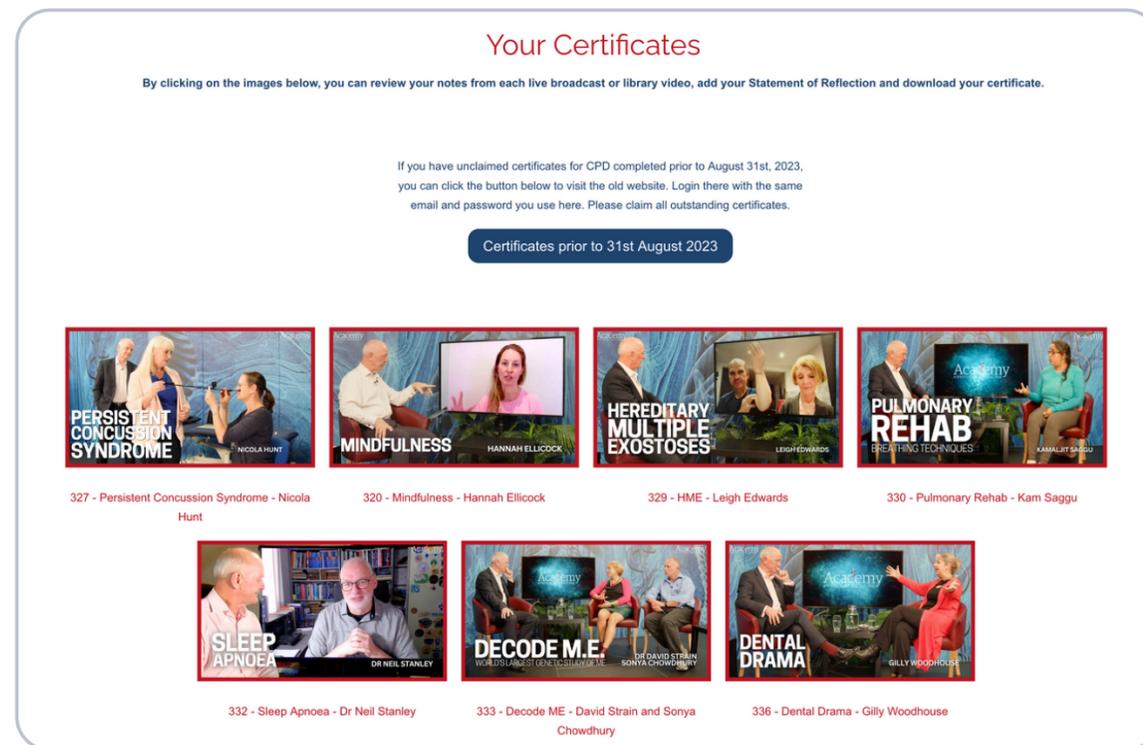
Once you have logged onto the APM website and clicked the certificates section on your profile page you will see the image below.

Previously, your certificates appeared as two columns of text. Now, you'll see thumbnail images of the relevant shows.



The screenshot shows a navigation menu with four items:

- Certificates**: All of your Academy CPD certificates. (A red mouse cursor is pointing at this item.)
- CBD: A case/topic to discuss and summaries**: Check the summaries or message us about a case.
- Account Details**: Contact details, payment details and password change.
- Submit External CPD**: Any CPD acquired outside of APM.



The screenshot shows the 'Your Certificates' section with the following content:

Your Certificates

By clicking on the images below, you can review your notes from each live broadcast or library video, add your Statement of Reflection and download your certificate.

If you have unclaimed certificates for CPD completed prior to August 31st, 2023, you can click the button below to visit the old website. Login there with the same email and password you use here. Please claim all outstanding certificates.

[Certificates prior to 31st August 2023](#)

Seven thumbnails are displayed in two rows:

- 327 - Persistent Concussion Syndrome - Nicola Hunt (red border)
- 320 - Mindfulness - Hannah Ellicock (blue border)
- 329 - HME - Leigh Edwards (red border)
- 330 - Pulmonary Rehab - Kam Saggi (blue border)
- 332 - Sleep Apnoea - Dr Neil Stanley (red border)
- 333 - Decode ME - David Strain and Sonya Chowdhury (blue border)
- 336 - Dental Drama - Gilly Woodhouse (red border)

Whenever you've watched a live broadcast or a recording these images will automatically appear.

Those with a red border are the live shows (Learning with Others), and those with a blue border are recordings (Learning by Oneself).

If you have already claimed a certificate (ie you have added a statement of reflection), the thumbnail will be stamped "Completed". In this case, you don't need to do anything more.

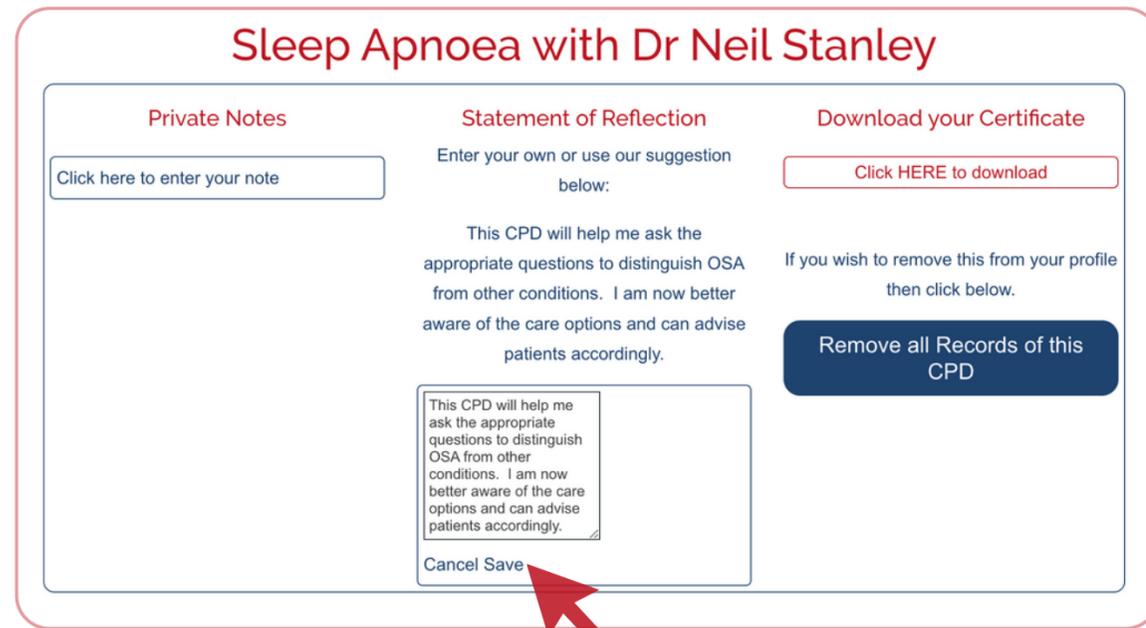
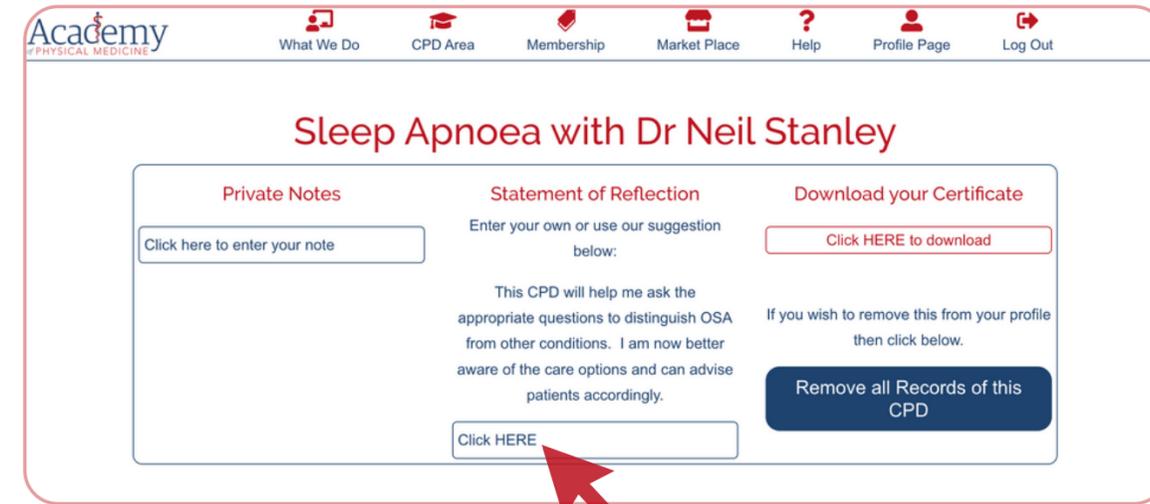
If the completed stamp isn't there, you should follow these simple steps:

Step 1: Click on the relevant thumbnail

Step 2: A screen like the one to the right will appear.

The Private Notes section will show any notes you made during the show and you can add more at this stage if you wish. These notes are purely for your own use.

Under "Statement of Reflection" you will see some suggested text which has been written by us. You can copy and paste this into the text box, edit it to suit your own views or write your own statement from scratch. Just click the "Click HERE" text to open the box.



Step 3: Click "Save" under the text box and it will close, you can still edit the text at a later date if you wish.

Step 4: You can download your certificates from the View Certificate page if you so desire, but we will always have a record should you need it.

NB: If the Evaluation, Reflection and Impact on Practice box is empty, it could be that the text hasn't been saved, is in the incorrect box or there could be an error with the website. Please get in touch and we will fix this for you.

CPD EVENT RECORD

OBSTRUCTIVE SLEEP APNOEA

with Dr Neil Stanley PhD

Live Event:
Learning With Others

Obstructive sleep apnoea is a relatively common problem affecting both men and women, although accurate statistics are hard to obtain. The problem causes fatigue, which can be misdiagnosed as chronic fatigue syndrome, or might erroneously be attributed to hormonal changes. While it is more common in older, overweight individuals, it can also occur in young patients with no obvious predisposing factors. The speaker explained the signs and symptoms and outlined current treatment options.

<p>Chiropractic Code 2016</p> <p>A Put the health interests of patients first A1 A2 A3 A4 A5 A6 A7</p> <p>C Provide a good standard of clinical care and practice C1 C2 C3 C4 C5 C6 C7 C8 C9</p> <p>E Obtain informed consent for all aspects of patient care E1 E2 E3 E4 E5 E6 E7</p> <p>G Maintain, develop and work within your professional knowledge and skills G1 G2 G3 G4 G5 G6</p>	<p>Certification This certificate confirms that Bekki Hitcham participated in this CPD event</p> <p style="text-align: center;"><i>S L BRUCE, APM Director</i></p> <div style="border: 1px solid red; padding: 5px; text-align: center; color: red;"> 45 minutes Learning with Others Live, online discussion 30th October 2023 </div> <p>Confirmation I confirm that this is an accurate reflection of my learning during this event.</p> <p>Signed:</p>	<p>Osteopathic Practice Standards 2019</p> <p>A Communication and patient partnership A1 A2 A3 A4 A5 A6 A7</p> <p>C Safety and quality in practice C1 C2 C3 C4 C5 C6</p> <p>B Knowledge, skills and performance B1 B2 B3 B4</p> <p>D Professionalism D1 D2 D3 D4 D5 D6 D7 D8 D9 D10 D11 D12</p> <p>Objective Activity: None Communication & Consent: No NICE Guidance: NG202 Obstructive sleep apnoea in over 16s 20th August 2021</p> <p style="text-align: right;">Academy #PHYSICAL MEDICINE</p>
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Evaluation, Reflection and Impact on Practice *(this part of the certificate is not automatically generated - it has been entered by the participant)*
This CPD will help me ask the appropriate questions to distinguish OSA from other conditions. I am now better aware of the care options and can advise patients accordingly.

Your Certificates

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Certificates prior to 31st August 2023



327 - Persistent Concussion Syndrome - Nicola Hunt



320 - Mindfulness - Hannah Ellcock



329 - HME - Leigh Edwards



330 - Pulmonary Rehab - Kam Saggi



332 - Sleep Apnoea - Dr Neil Stanley



333 - Decode ME - David Strain and Sonya Chowdhury



336 - Dental Drama - Gilly Woodhouse

Step 5: When you go back to the certificates page. You should now see the “completed” stamp over the image.

“Archive this Record” button removes the certificate from the pages visible to you on the website. However, it will remain in our own records should you ever need access in the future. Use this function at the end of a CPD period to hide certificates which are no longer relevant.

Sleep Apnoea with Dr Neil Stanley

Private Notes	Statement of Reflection	Download your Certificate
<input type="text" value="Click here to enter your note"/>	<p>Enter your own or use our suggestion below:</p> <p>This CPD will help me ask the appropriate questions to distinguish OSA from other conditions. I am now better aware of the care options and can advise patients accordingly.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"><p>This CPD will help me ask the appropriate questions to distinguish OSA from other conditions. I am now better aware of the care options and can advise patients accordingly.</p></div>	<input type="text" value="Click HERE to download"/> <p>If you wish to remove this from your profile then click below.</p> <div style="text-align: right;"><input type="button" value="Archive this Record"/></div>

If you are a CPD *Plus* member we always recommend that you claim each certificate as soon as you can so we can keep your log up to date and accurate.



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