How to use the fillable PDF Professional Development Log for 2024-2025 Licence Renewal

1. Download the fillable PDF.

2. Search your computer for the App called Adobe Reader. Version 7.05 and above will work, version XI is recommended) and open it.

   a. Have Adobe Acrobat instead? This is a good substitute.

   b. Don't have it? The latest version of Adobe Reader is available free here.

   c. Avoid using preview or PDF reader functions available through Chrome, Apple, Microsoft Edge, etc., since these do not always have the same functionality.

3. Open the fillable PDF document in Adobe Reader (or Adobe Acrobat).

   a. File -> Open is an easy way to do this from the app.

   b. Alternatively, find the downloaded file and "right click" for a menu. Select "Open with" -> Adobe…

4. Click the pale blue parts of the form to type or paste your information into the form.

5. Save your work often, including at any point when you are about to step away from the document. You may wish to rename the file to remind yourself that this is your documentation in progress rather than the template.

6. When you are finished using the document, save it again and seek out instructions on how and where to upload the PDL to your member profile. Note that next year's template may be different – check SCPP's Competency Assurance Program webpages before starting a fresh PDL.