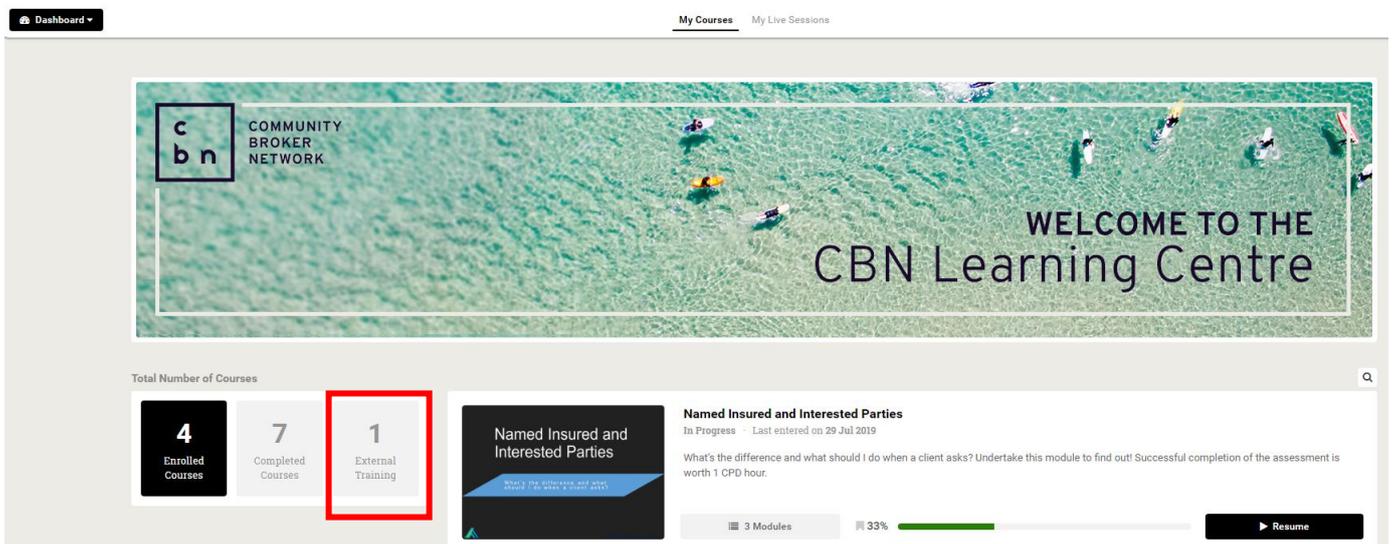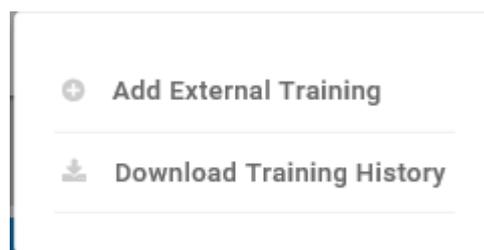# Quick Reference Guide- Recording External Training

The Learning Centre should be your single register for all of the training you undertake. You can register your attendance or completion of training undertaken outside the Learning Centre within the system (for example, lunch and learn sessions, insurer training and so on).

1. Click on the 'External Training' button on your dashboard.

2. Once the screen changes, click 'Actions' at the top right:

The button will offer two options:

Select 'Add External Training'.

On the next screen:

1. Select the CPD points that have been awarded – ANZIIF or NIBA. Ignore 'CPD Hours''.
2. Enter the number of points that were awarded for the activity.
3. Select the type of activity from the drop down menu. If there is not an accurate descriptor, choose the most appropriate and put comments in the Activity Description field.
4. Enter details of the activity – for example, 'Zurich Insurance PI session'.
5. Leave the 'score' field blank.
6. Enter the date of the training.
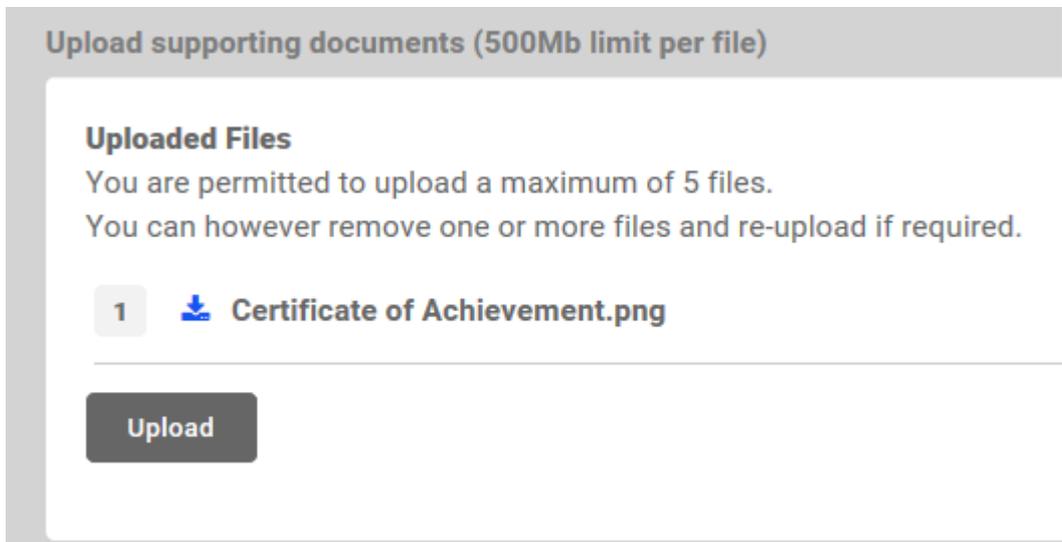7. Leave expiry date blank.
8. Click Submit.

Once you click submit, a notification is sent to CBN. You will then be given the opportunity to upload a certificate verifying the training. YOU MUST UPLOAD A CERTIFICATE. No external training will be approved without a certificate being attached.
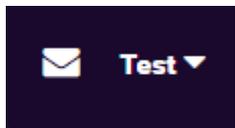
Click on 'Upload' and browse your computer for the correct file.

The document name will show once it is uploaded.

You will receive a message within the Learning Centre mailbox when your request has been approved. You can access your mailbox from most screens within the Learning Centre – it is the envelope icon next to your name at the top right of your screen.

A red number indicates the number of new messages for you. You can also use the email facility to contact an administrator if you have any issues within the system.