

# Professional Competence – How to edit an existing form

## View/edit your forms

- Click the category name you want to view/edit from the relevant Professional Competence Requirements
- A new screen will pop up. Click “**Show more**” at the bottom of the screen
- A group called “**Links matching this target**” will appear. This includes all forms you have created that relate to the category requirement for the relevant Professional Competence year
- Click on the name of the form you want to edit (e.g. “CPD”)

**NB:** you may also see a group of “**Other links**” – this a list of all other forms of the same type that you have created

## Edit the start or end date

- Click the EDIT button at the top of the form.
- Be careful when editing the “**Date occurred on**”. Remember that the date you enter will link your form to the corresponding Professional Competence year, e.g. dates for 2019-2020 must be between 1 May 2019 and 30 April 2020
- When you have made your changes, click SAVE

## Edit the details

- Click the EDIT button at the bottom of the form
- When you have made your changes, click SAVE

## Quickly find a specific form

- Click TIMELINE in the navigation bar
- Start typing a word you used in the form you want to locate
- Click the SEARCH button
- Follow the steps outlined above to view or edit the form

## We’re here to help

We can advise you on how to maintain your professional competence and continuously develop your professional skills. You can also find a wealth of information on our website [www.rcpi.ie/professional-competence/](http://www.rcpi.ie/professional-competence/)

Contact the RCPI Professional Competence department at (01) 863 9739 or [professionalcompetence@rcpi.ie](mailto:professionalcompetence@rcpi.ie)