

CIBSE mycareerpath user guide

How to record your CPD plans and evidence

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1. What is mycareerpath?

mycareerpath is an online tool used to plan, evidence and report on your professional development. The tool is developed and managed by the Engineering Council and is licensed to Professional Engineering Institutions for use by their members.

The **mycareerpath** portal has two predominant uses:

1. To plan, record and reflect on CPD
2. To create personalised development plans, detailing how you can demonstrate the competences for Engineering Council registration at Engineering Technician, Incorporated Engineer or Chartered Engineer level.

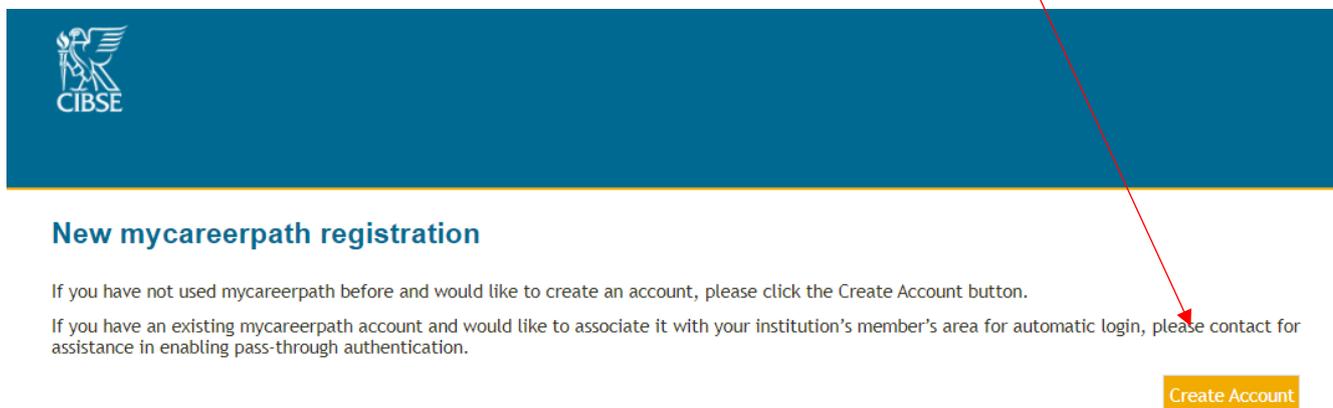
This guidance specifically covers how to plan, record and reflect your CPD.

1.1. Accessing mycareerpath

Your **mycareerpath** profile is associated with your existing 'MyCIBSE' login.

To access the portal, login to your [MyCIBSE profile](#) with the email address associated with your CIBSE Membership and click on 'My CPD'.

On your first access, you will be prompted to create a new account. Click 'Create Account'.



New mycareerpath registration

If you have not used mycareerpath before and would like to create an account, please click the Create Account button.

If you have an existing mycareerpath account and would like to associate it with your institution's member's area for automatic login, please contact for assistance in enabling pass-through authentication.

[Create Account](#)

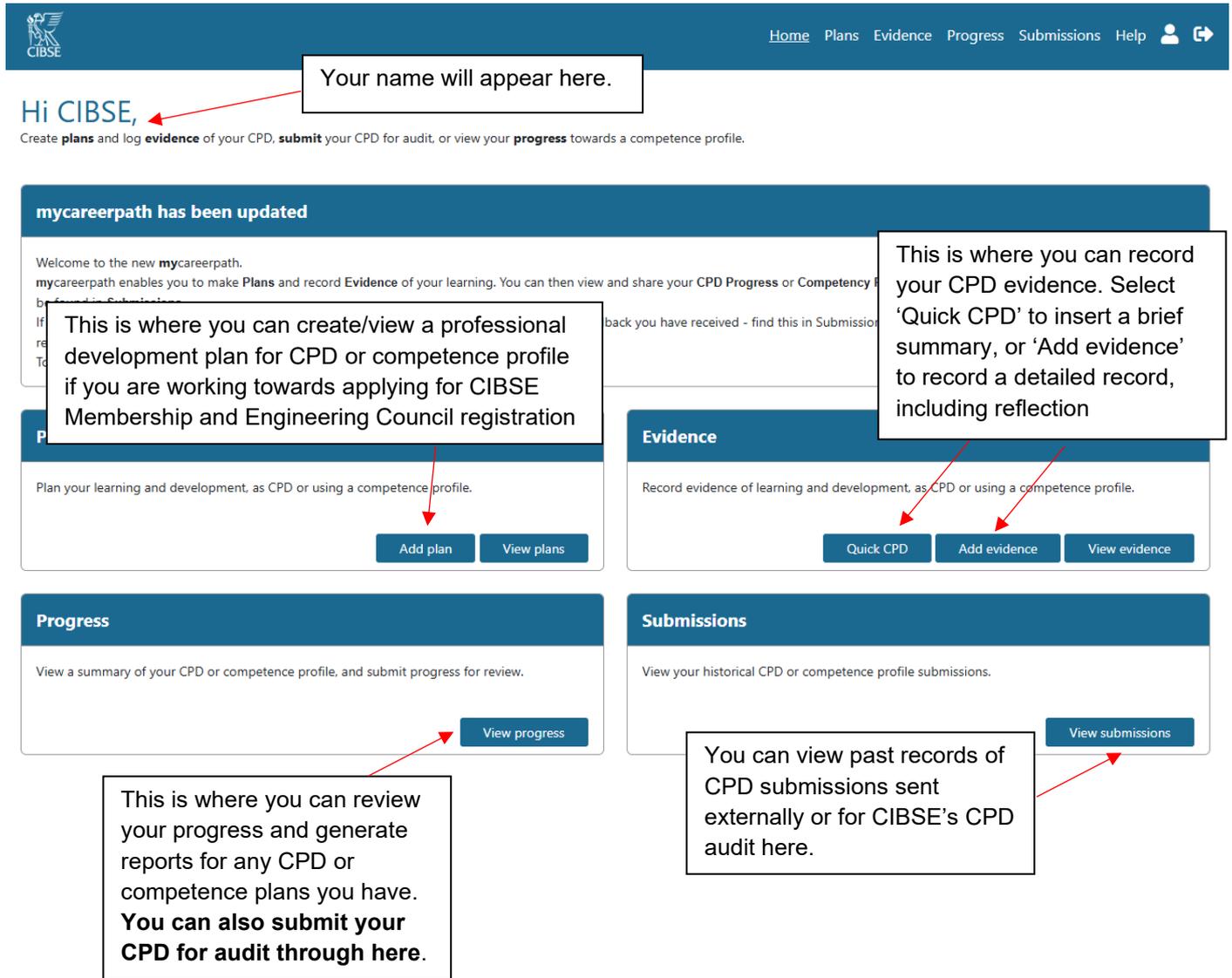
You'll then be prompted to read and agree to a Privacy Notice. **This step will only need to be completed once.**

If you're satisfied with the Privacy Notice, **tick 'I have read and agree to the terms of this Privacy Notice'** and **click 'Done'**.

1.2. Your mycareerpath homepage

Once logged in, you will be directed to your **mycareerpath** homepage.

Below is a brief overview of the key elements of the home page.



The screenshot shows the mycareerpath homepage with several key elements highlighted by callout boxes:

- Header:** The top navigation bar includes links for Home, Plans, Evidence, Progress, Submissions, and Help, along with a user profile icon and a home button.
- Personalization:** A box indicates "Your name will appear here." next to the greeting "Hi CIBSE,". Below the greeting, a line of text reads: "Create **plans** and log **evidence** of your CPD, **submit** your CPD for audit, or view your **progress** towards a competence profile."
- Plans Section:** A callout box explains: "This is where you can create/view a professional development plan for CPD or competence profile if you are working towards applying for CIBSE Membership and Engineering Council registration." The section includes the text "Plan your learning and development, as CPD or using a competence profile." and buttons for "Add plan" and "View plans".
- Evidence Section:** A callout box explains: "This is where you can record your CPD evidence. Select 'Quick CPD' to insert a brief summary, or 'Add evidence' to record a detailed record, including reflection." The section includes the text "Record evidence of learning and development, as CPD or using a competence profile." and buttons for "Quick CPD", "Add evidence", and "View evidence".
- Progress Section:** A callout box explains: "This is where you can review your progress and generate reports for any CPD or competence plans you have. **You can also submit your CPD for audit through here.**" The section includes the text "View a summary of your CPD or competence profile, and submit progress for review." and a "View progress" button.
- Submissions Section:** A callout box explains: "You can view past records of CPD submissions sent externally or for CIBSE's CPD audit here." The section includes the text "View your historical CPD or competence profile submissions." and a "View submissions" button.

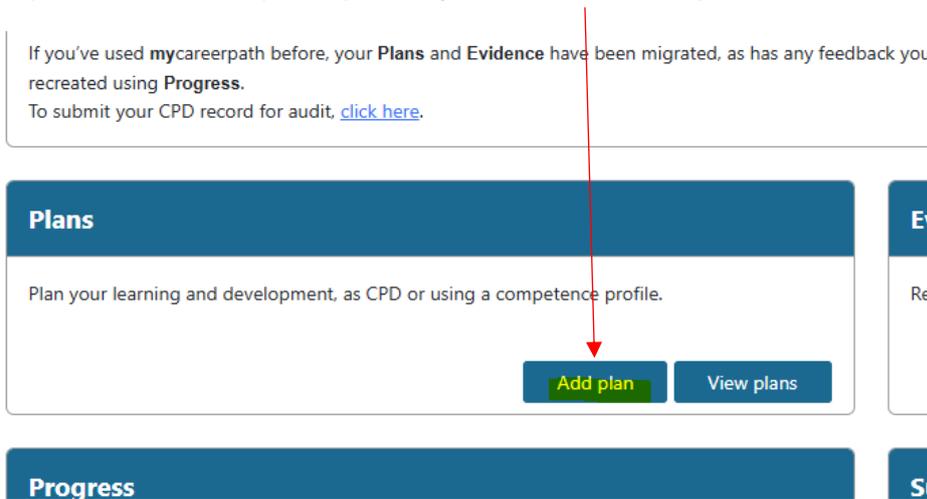
2. Creating a professional development plan

There are two types of professional development plans you can create in **mycareerpath**.

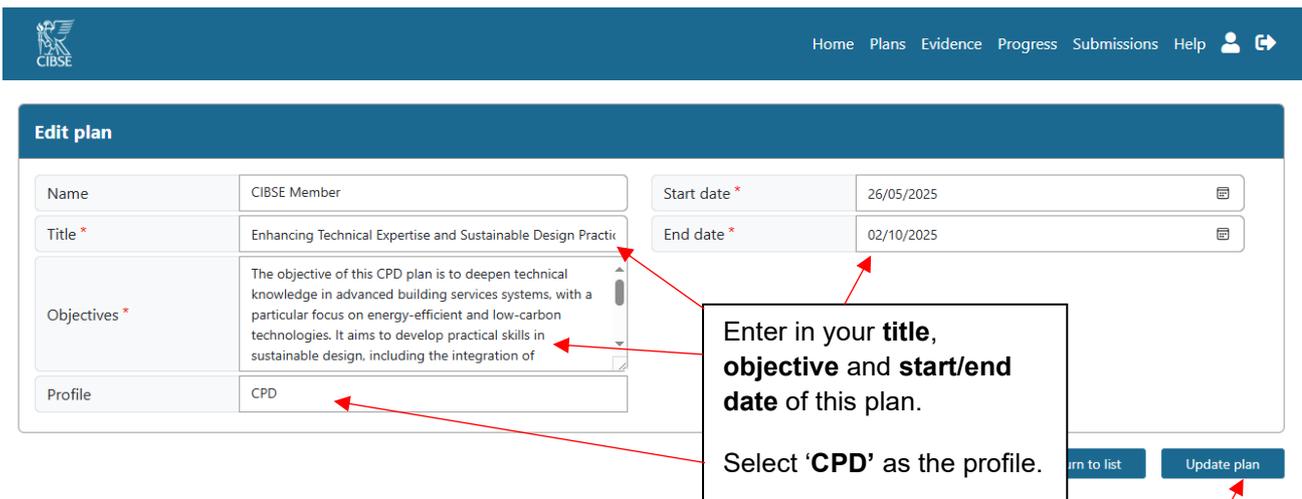
1. A plan for your CPD
2. A plan to develop your competence towards Engineering Council registration at EngTech, IEng or CEng.

2.1. Create a plan for your CPD

To create a professional development plan for your CPD, click **'Add plan'** from the home screen.



Give your plan a title and enter your objectives. You will need to enter a start date and completion date.



Home Plans Evidence Progress Submissions Help

Edit plan

Name	CIBSE Member	Start date *	26/05/2025
Title *	Enhancing Technical Expertise and Sustainable Design Practi...	End date *	02/10/2025
Objectives *	The objective of this CPD plan is to deepen technical knowledge in advanced building services systems, with a particular focus on energy-efficient and low-carbon technologies. It aims to develop practical skills in sustainable design, including the integration of		
Profile	CPD		

Enter in your title, objective and start/end date of this plan.

Select **'CPD'** as the profile.

Update plan

Once saved, repeat this process for each objective.

A list of your plans will be displayed as below.

Click **'Update plan'** when complete.

Manage your plans

view and manage your Plans against CPD and competence profiles

01/01/2021

09/12/2026

Clear Search

Plans
Add plan

Title	Profile	Start date	Completion date	
Learn more about low and zero carbon energy technologies	CPD	01/01/2021	01/10/2021	👁
CIBSE's Heat Networks Code of Practice (CP1)	CPD	01/01/2022	01/05/2022	👁
More experience presenting to groups of people	Incorporated Engineer (2020)	01/04/2022	01/08/2022	👁
More experience presenting to groups of people	Incorporated Engineer (2020)	01/04/2022	01/08/2022	👁
2015-01-01	Chartered Engineer (2020)	09/01/2025	09/12/2026	👁
Enhancing Technical Expertise and Sustainable Design Practices	CPD	26/05/2025	02/10/2025	👁

Items per page:

Total Results: 6

You can add more plans by clicking here

To view/edit your plan click the eye icon

Your plans will display alongside your CPD evidence when you complete a progress report. Guidance can be found in [Section 4 'Generating a Report of your CPD'](#) within this document.

3. Recording your CPD

To record your CPD, click **'Add evidence'** from the home page.

[Home](#) [Plans](#) [Evidence](#) [Progress](#) [Submissions](#) [Help](#)

Hi CIBSE,

Create **plans** and log **evidence** of your CPD, **submit** your CPD for audit, or view your **progress** towards a competence profile.

mycareerpath has been updated

Welcome to the new **mycareerpath**. **mycareerpath** enables you to make **Plans** and record **Evidence** of your learning. You can then view and share your **CPD Progress** or **Competency Progress**. Feedback you receive on your **Progress** can be found in **Submissions**.

If you've used **mycareerpath** before, your **Plans** and **Evidence** have been migrated, as has any feedback you have received - find this in Submissions. While Reports have not been migrated, they can be recreated using **Progress**.

To submit your CPD record for audit, [click here](#).

Plans

Plan your learning and development, as CPD or using a competence profile.

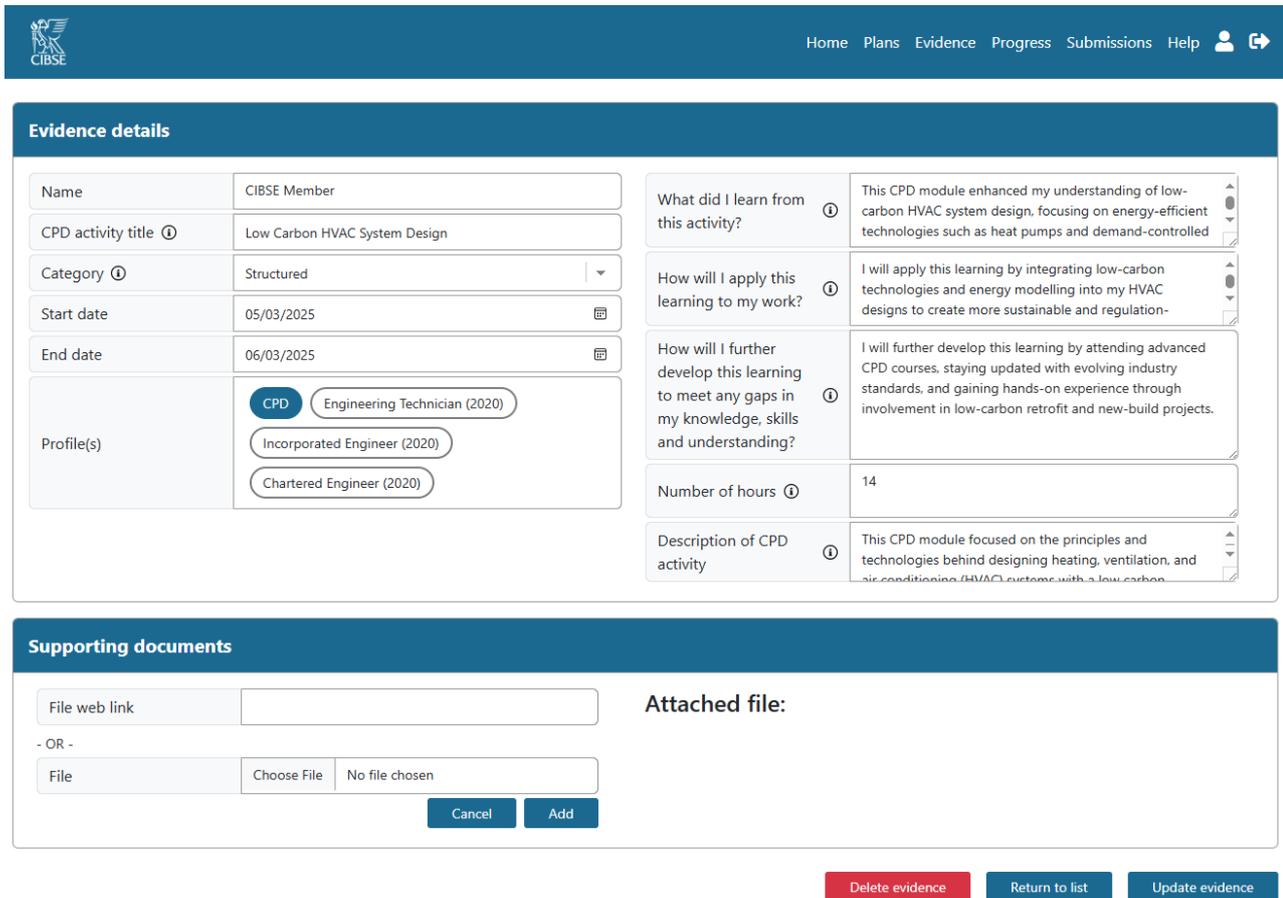
Add plan View plans

Evidence

Record evidence of learning and development, as CPD or using a competence profile.

Quick CPD Add evidence View evidence

The following window will appear, and you can complete with your CPD detail as necessary. Be sure to select 'CPD' as the profile if it's related to general CPD and not your competence profile for Engineering Council registration.



The screenshot shows the 'Evidence details' form in the CIBSE system. The form is divided into two main sections: 'Evidence details' and 'Supporting documents'. The 'Evidence details' section contains several input fields and text areas. The 'Name' field is filled with 'CIBSE Member'. The 'CPD activity title' is 'Low Carbon HVAC System Design'. The 'Category' is 'Structured'. The 'Start date' is '05/03/2025' and the 'End date' is '06/03/2025'. The 'Profile(s)' section shows three options: 'CPD' (selected), 'Engineering Technician (2020)', 'Incorporated Engineer (2020)', and 'Chartered Engineer (2020)'. There are three text areas for reflections: 'What did I learn from this activity?', 'How will I apply this learning to my work?', and 'How will I further develop this learning to meet any gaps in my knowledge, skills and understanding?'. The 'Number of hours' is '14'. The 'Description of CPD activity' is 'This CPD module focused on the principles and technologies behind designing heating, ventilation, and air conditioning (HVAC) systems with a low-carbon...'. The 'Supporting documents' section has a 'File web link' field and a 'File' upload area with 'Choose File' and 'No file chosen' buttons. Below the form are three buttons: 'Delete evidence', 'Return to list', and 'Update evidence'.

Complete the fields with information related to your specific CPD activity.

You can add web links (e.g. a webpage showing you giving a presentation) or upload supporting documents (Word, Excel, PowerPoint, PDF, image and media files). **This is optional and not required for CIBSE's CPD audit.**

Any supporting documents will remain attached to the evidence and any reports created using it. Web links should be in the format <http://www.website.com>.

Once a file is uploaded, select the filename or link to view it. Files and links can also be deleted.

Once you have entered in all the details for the CPD activity, click 'Update evidence'

Your CPD activity will now be stored on your list of 'Evidence'. **Repeat this process to add more CPD evidence.**

Manage your evidence

view and manage your Evidence against CPD and competence profiles

Title	Profile	Date started	Date completed	Created date
Low Carbon HVAC System Design	CPD	05/03/2025	06/03/2025	09/05/2025
Presented new product to Team	CPD	05/06/2022	05/06/2022	10/06/2022
Mentoring graduates	CPD	01/01/2021	31/12/2021	07/02/2022
CIBSE Grow Your Knowledge Webinar: Weather Data for Daylight Modelling	CPD	01/04/2021	01/04/2021	08/12/2021
Mentoring graduates	CPD	01/01/2020	31/12/2020	08/12/2021
CIBSE Grow Your Knowledge Webinar: Embodied carbon in building services: A calculation methodology	CPD	10/10/2021	10/10/2021	08/12/2021
Membership briefing	CPD	01/11/2021	01/11/2021	08/12/2021

You can also sort your CPD evidence displayed between a period of time by adjusting the 'Started after' and 'Completed by' dates and clicking 'Search'.

4. Generating a report of your CPD

Reports are used to gather plans and evidence over a specified period of time. This is referred to in mycareerpath as your 'Progress'.

If you are selected for CIBSE's annual CPD audit, you will be required to submit a report of your CPD activities in the preceding calendar year. This report can also be generated from the 'Progress' menu.

To view a summary or generate a report of your activity, click on 'View progress' from the home screen.

Hi CIBSE,

Create plans and log evidence of your CPD, submit your CPD for audit, or view your progress towards a competence profile.

Plans

Plan your learning and development, as CPD or using a competence profile.

[Add plan](#) [View plans](#)

Evidence

Record evidence of learning and development, as CPD or using a competence profile.

[Quick CPD](#) [Add evidence](#) [View evidence](#)

Progress

View a summary of your CPD or competence profile, and submit progress for review.

[View progress](#)

Submissions

View your historical CPD or competence profile submissions.

[View submissions](#)

You can then adjust the 'Started after' and 'Completed by' dates so it displays your CPD recorded within a specific timeframe.

Click 'Search' and then you'll be able to view all your **Evidence** and **Plans** recorded during that period.

You can then email a copy of this report to yourself or anyone externally (for example, your line manager or mentor), **or you can submit it for audit.** Please note, you are only required to submit it to audit if you've been contacted by CIBSE requesting you to do so. This is not a requirement for all members. The arrows need to be repositioned. They cut off at the end of the page.

CPD Progress
Competency Progress

Started after

Completed by

Evidence against CPD
Add evidence

Title	Profile	Date started	Date completed	Created	
Mentoring graduates	CPD	01/01/2020	31/12/2020	08/12/2021	👁
Mentoring graduates	CPD	01/01/2021	31/12/2021	07/02/2022	👁
CIBSE Grow Your Knowledge Webinar: Weather Data for Daylight Modelling	CPD	01/04/2021	01/04/2021	08/12/2021	👁
CIBSE Grow Your Knowledge Webinar: Embodied carbon in building services: A calculation methodology	CPD	10/10/2021	10/10/2021	08/12/2021	👁
Membership briefing	CPD	01/11/2021	01/11/2021	08/12/2021	👁
Presented new product to Team	CPD	05/06/2022	05/06/2022	10/06/2022	👁
Low Carbon HVAC System Design	CPD	05/03/2025	06/03/2025	09/05/2025	👁

1 Items per page:
Total Results: 7

Plans
Add plan

Title	Date started	Date completed	
Learn more about low and zero carbon energy technologies	01/01/2021	01/10/2021	👁
CIBSE's Heat Networks Code of Practice (CP1)	01/01/2022	01/05/2022	👁
More experience presenting to groups of people	01/04/2022	01/08/2022	👁
More experience presenting to groups of people	01/04/2022	01/08/2022	👁

1 Items per page:
Total Results: 4

Evidence totals

No data found to total

Share progress with

Submit to audit

5. Submitting your CPD for audit

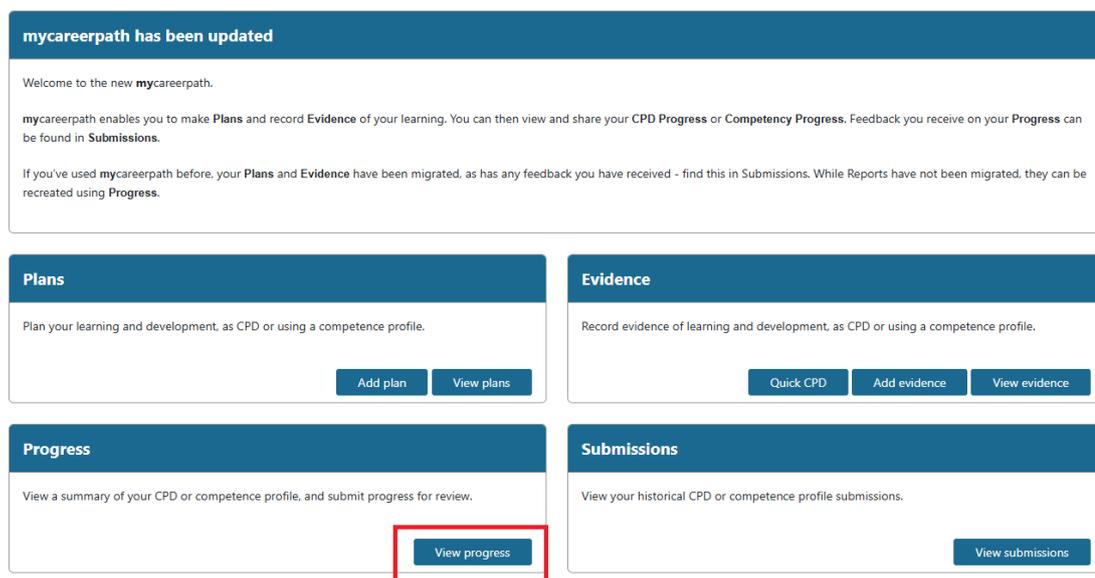
CIBSE run an annual audit to review a percentage of corporate members' CPD at random. This is to ensure CIBSE meet and comply with the regulations and standards set by the Engineering Council.

If you have been selected for CIBSE's annual CPD audit, you will be required to **submit your CPD progress report for review**.

To do this, from the mycareerpath homepage, **click on 'View progress'**

Hi CIBSE,

Create **plans** and log **evidence** of your CPD, **submit** your CPD for audit, or view your **progress** towards a competence profile.



mycareerpath has been updated

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mycareerpath enables you to make **Plans** and record **Evidence** of your learning. You can then view and share your CPD **Progress** or **Competency Progress**. Feedback you receive on your **Progress** can be found in **Submissions**.

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Plans
Plan your learning and development, as CPD or using a competence profile.
Add plan View plans

Evidence
Record evidence of learning and development, as CPD or using a competence profile.
Quick CPD Add evidence View evidence

Progress
View a summary of your CPD or competence profile, and submit progress for review.
View progress

Submissions
View your historical CPD or competence profile submissions.
View submissions

From the Progress page, enter in the dates for the audit period. **This is usually the immediate preceding calendar year**. From January to December

Click **'Search'** and your CPD Evidence and Plans for this period will then be listed below.

CPD progress

Plans and Evidence against CPD profile

CPD Progress
Competency Progress

Started after Completed by

Evidence against CPD
Add evidence

Title	Profile	Date started	Date completed	Created	
Embodied Carbon in MEP Design	CPD	03/06/2024	03/06/2024	04/07/2025	👁
Digital Twin Technologies in Smart Buildings	CPD	11/02/2024	11/02/2024	04/07/2025	👁
Fire Safety Engineering for Building Services	CPD	22/10/2024	22/10/2024	04/07/2025	👁
Heat Pump Technology in Low-Carbon Building Design	CPD	01/09/2024	01/09/2024	04/07/2025	👁
Understanding the Building Safety Act 2022 and the Role of the Accountable Person	CPD	30/11/2024	30/11/2024	04/07/2025	👁

If you need to record more CPD for that period, you can do so following the '[Recording your CPD](#)' guidance in this document.

Once you've completed listing your Evidence and Plans, and they meet CIBSE's CPD requirements, you can submit your CPD through to audit.

A reminder of CIBSE's CPD Requirements:

CIBSE Licentiate, Associate, Member and Fellows are required to:

- Take ownership of their learning and development needs
- Undertake a variety of development activities
 - **Including at least one semi-structured CPD activity on Sustainability (from 1 January 2024)**
 - **Including at least one semi-structured CPD activity on Building Safety (from 1 January 2024)**
- Record their CPD activities
- Reflect on what they have learned or achieved through their CPD activities
 - Reflect on at least two CPD activities per year, and any activity over five hours long
- Evaluate their CPD activities against objectives
- Review and update their professional development plan
- Support the learning and development of others

More information can be found at www.cibse.org/cpd.

If you reside in our Australia and New Zealand region, your CPD requirements can be viewed at www.cibse.org/cpd-anz.

To submit your CPD for Audit, click 'Submit' at the bottom of the screen.

Plans Add plan

Title	Date started	Date completed	
Enhancing Competency in the Building Safety Act 2022	01/01/2024	30/12/2024	
Applying Low-Carbon Heating Technologies in Design	01/01/2024	31/12/2024	

1 Items per page: 10 Total Results: 2

Evidence totals

No data found to total

Share progress with Share

Submit to audit Submit >>

From the next screen, select 'CPD Audit 2025', (or relevant year) and click 'Go'.

Home Plans Evidence Progress Submissions Help

Available Audits

Select audit

- Select-
- CPD Audit 2025

Go >

The following screen will show a reminder of CIBSE's CPD Guidance and a summary of your Progress Report. To submit to audit, click 'Submit'.

- CPD Audit 2025

By submitting to this audit you are confirming you have met the minimum CPD requirements.

This involves:

- Taking ownership of your learning and development needs
- Undertaking a variety of development activities
 - Including at least one semi-structured CPD activity on Sustainability (from 1 Jan 2024)
 - Including at least one semi-structured CPD activity on Building Safety (from 1 Jan 2024)
- Recording your CPD activities
- Reflecting on what you have learned or achieved through your CPD activities
 - Reflecting on at least two CPD activities per year
 - Reflecting on any CPD activity over five-hours long
- Evaluating your CPD activities against objectives
- Reviewing and updating your professional development plan

More information can be found at www.cibse.org/cpd.

Submit external record

File

Choose File

No file chosen

Cancel

Add

Back

Submit

CIBSE will be notified once your CPD report is submitted, and it will be shared with our CPD Assessors for review.

Feedback will be provided via return email and will be listed on your mycareerpath homepage under 'Submissions'.

5.1. Submitting external CPD records for audit

If you maintain an external record of your CPD – i.e., via your employer or through another professional body – this can be submitted to **mycareerpath** for audit.

To do so, click on the link that can be found on the **mycareerpath** homepage.

Hi CIBSE,

Create **plans** and log **evidence** of your CPD, **submit** your CPD for audit, or view your **progress** towards a competence profile.

mycareerpath has been updated

Welcome to the new **mycareerpath**.

mycareerpath enables you to make **Plans** and record **Evidence** of your learning. You can then view and share your **CPD Progress** or **Competency Progress**. Feedback you receive on your **Progress** can be found in **Submissions**.

If you've used **mycareerpath** before, your **Plans** and **Evidence** have been migrated, as has any feedback you have received - find this in **Submissions**. While **Reports** have not been migrated, they can be recreated using **Progress**.

To upload external evidence of your CPD for audit, please [click here](#).

General guidance on how to use **mycareerpath** to record your CPD and submit for audit can be found on the 'Help' page.

Plans

Plan your learning and development, as CPD or using a competence profile.

[Add plan](#) [View plans](#)

Evidence

Record evidence of learning and development, as CPD or using a competence profile.

[Quick CPD](#) [Add evidence](#) [View evidence](#)

From the next page, click on the relevant audit from the drop-down box then click 'Go'

Home Plans Evidence Progress Submissions Help  

Available Audits

Select audit

CPD Audit 2025

-Select-

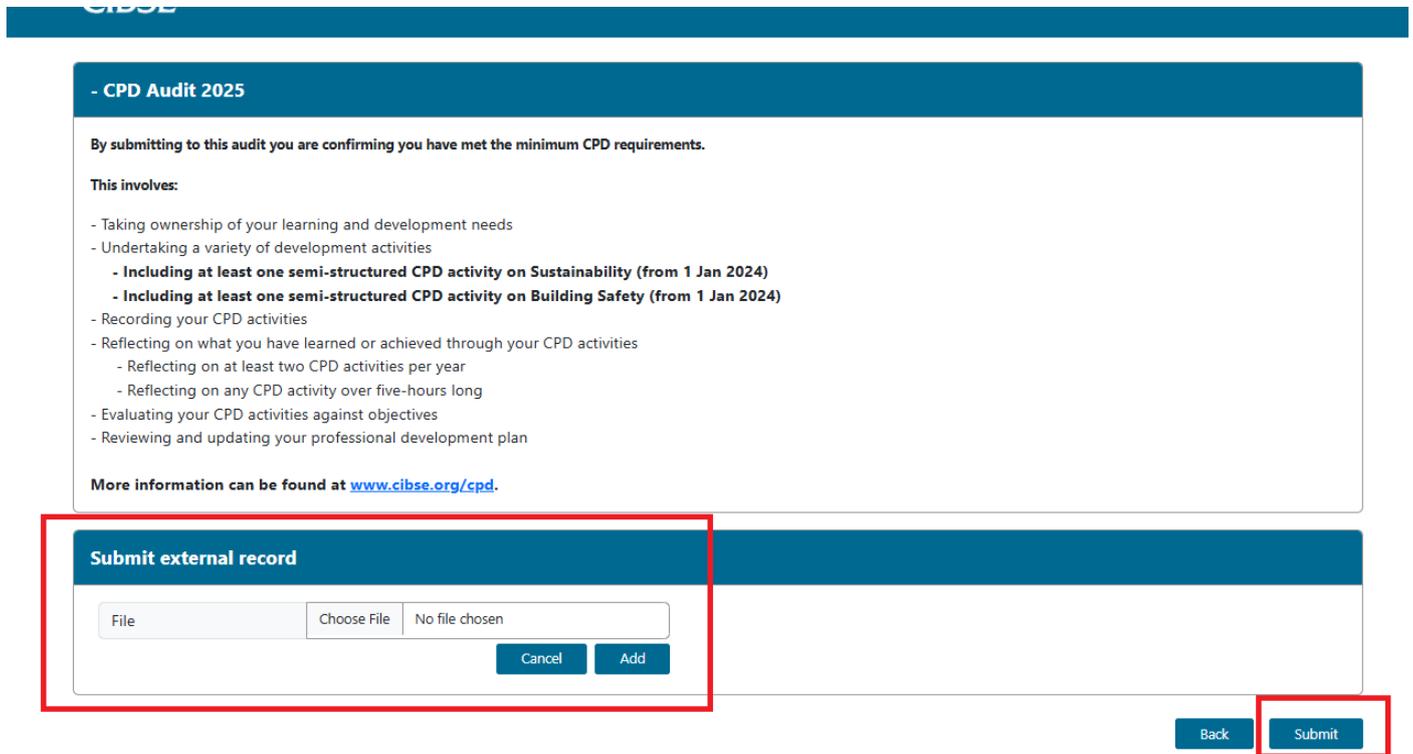
CPD Audit 2025

[Go >](#)

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You can then upload external records of your CPD via the below boxes.

Please note that this evidence must meet CIBSE’s CPD requirements, where you must reflect on at least two activities and any activity over five hours long. Further information can be found on our website at www.cibse.org/cpd.



- CPD Audit 2025

By submitting to this audit you are confirming you have met the minimum CPD requirements.

This involves:

- Taking ownership of your learning and development needs
- Undertaking a variety of development activities
 - Including at least one semi-structured CPD activity on Sustainability (from 1 Jan 2024)
 - Including at least one semi-structured CPD activity on Building Safety (from 1 Jan 2024)
- Recording your CPD activities
- Reflecting on what you have learned or achieved through your CPD activities
 - Reflecting on at least two CPD activities per year
 - Reflecting on any CPD activity over five-hours long
- Evaluating your CPD activities against objectives
- Reviewing and updating your professional development plan

More information can be found at www.cibse.org/cpd.

Submit external record

File Choose File No file chosen

Cancel Add

Back Submit

CIBSE will be notified once your CPD report is submitted, and it will be shared with our CPD Assessors for review.

Feedback will be provided via return email.

6. Help

Guidance on how to use **mycareerpath**, including this document, can be accessed from any page under ‘Help’ or on our website at www.cibse.org/cpd.