**Continuing Professional Development Allowance**

CPD claims for appropriate CPD undertaken in 2022 can now be submitted by optometrists and OMPs.

A separate claim must be made for each eligible person and must be received by midnight Thursday 30 November 2023. Please read the following guidance before completing the application form.

**Application form**

We ask that you **download and install ‘Adobe PDF Reader’** to the device that you will be using to complete the form. This will provide you with validation to help you complete the form without errors. If you do not use Adobe Acrobat Reader then there is a risk that your local settings (i.e. in your internet browser) will record the data in such a way that our systems will not be able to read it accurately and the form may be rejected.

If you do not have Adobe Acrobat Reader visit: <https://get.adobe.com/uk/reader/?promoid=TTGWL47M>

To open the form, select the link to it from the PCA or the website. The form will open in your browser, i.e. Google Chrome, Firefox, Microsoft Edge or Safari. Click the save button on your browser and select the location where you want to save it to.

**To open the form in Adobe Reader**, right click on the form, click on or hover over ‘Open with’ and click ‘Adobe Reader’. You may have to click on ‘More Options’ or ‘More Apps’ to find ‘Adobe Reader’.

The form will then open in Adobe Reader and all mandatory fields will be highlighted in red.

Please type in all data manually - do not copy and paste the data into the fields.

When completing the form there are key pieces of information that you will be asked for. Please have these at hand:

• Ophthalmic list number

• GOC number

• National insurance number

• Independent Prescriber code (if an Independent Prescriber Optometrist)

• Payment location code (not required if a Locum)

• Bank account details

o Full name of the account

o Sort code

o Account number

• Personal Identification Number (PIN) (this is the 6-digit number used to sign off eOphthalmic claims)

**eMail**

Once completed, the form should be attached to an email and sent to the email address at the bottom of the form. This should be from your personal NHS email (or practice NHS email if you don’t yet have a personal NHS one). We recommend that you check in advance that the account is active, and that you can log on. Please contact your NHS Board if you have any issues accessing the account.

**If you do not have a personal NHS email** and cannot get access to a practice NHS email account then you can still submit your application from a ‘standard’ email address (i.e. Hotmail, Yahoo, Gmail etc), but you need to be aware that in choosing to do so you are accepting the risk that the data will be sent to us ‘open’ (i.e. unencrypted - without the protection that comes with sending it from an ‘NHS’ address).

If you have left the profession (i.e. retired), but meet the criteria for claiming CPD, please contact the Ophthalmic Payments team at [nss.psdgospayteam@nhs.scot](mailto:nss.psdgospayteam@nhs.scot)

If you have any questions or require any assistance, please contact [nss.psdophthalmic@nhs.scot](mailto:nss.psdophthalmic@nhs.scot)