



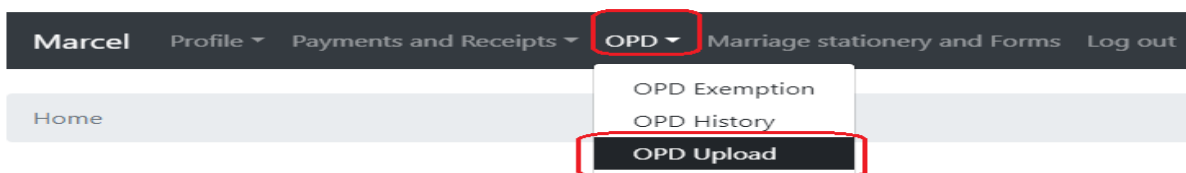
Marriage Celebrants Programme

September 2019

Ongoing professional development Self-reporting

A new feature of the portal gives you access to add the OPD activities you have completed and upload your certificate of completion.

From the top menu bar click on **OPD** and select **OPD Upload** from the dropdown menu.



Select the training provider first and then choose the activity you completed. Click **Add** for each activity. Only approved activities for the current OPD year (1 January to 31 December) will be available to add.

Before you are able to **submit** you will need to meet all the criteria under **Reasons not met**.

Year	Required hours	Hours completed	Compulsory courses completed	Evidence files submitted	Obligation met	Reasons not met
2019	5 hours	0 hours	0	0	No	<ul style="list-style-type: none">• Must attend a compulsory course• Must meet or exceed the required hours• Must upload at least one evidence file before you can submit

Select OPD activity

Add your OPD courses here. All items are saved as they are added. When you have met the requirements and uploaded your evidence the Submit option will be available.

OPD Training Providers* OPD Activities* Duration **Add**

Select Training Provider used Select activity completed

Test Training Provider 1
Test Training Provider 2

Select OPD activity

Add your OPD courses here. All items are saved as they are added. When you have met the requirements and uploaded your evidence the Submit option will be available.

OPD Training Providers* OPD Activities* Duration **Add**

Test Training Provider 1 Select activity completed
Other Activity
Questionnaire on the Guidelines on the Marriage Act 1961 for Authorised Celebrants

Once you **submit** you will be able to view what you submitted but cannot change it. If you need to amend it please email us at marriagecelebrantssection@ag.gov.au.

Upload OPD courses for 2019

Year	Required hours	Hours completed	Compulsory courses completed	Evidence files submitted	Obligation met
2019	5 hours	10 hours	1	1	Yes

Your recorded activities for 2019

Activity	Duration	Training Provider
Other Activity	400	Test Training Provider 1
2018 Compulsory Activity	200	Test Training Provider 1

Evidence of completion of OPD activity

- Evidence.pdf

Submit

Cancel