

Dental CPD Allowance

Instructions on how to submit your claim



Claim submission process overview

PSD Scotland have developed a new CPD webform to replace previous PDF versions of the GP214 Dental CDP Allowance. Dentists must continue to use the NES Portal for all other PSD Scotland run courses and are only permitted to use the new webform process for non-PSD Scotland delivered courses which are **not** accessible to claim via the NES portal. If you attempt to submit a claim for a NES run approved course, defined as a course which has been organised by the Dental CPD Educator and is delivered by PSD Scotland your claim will be invalid and rejected.

If you have already submitted a claim for a course on a PDF form, DO NOT resubmit it on the digital form.

Use the Dental CPD Allowance Webform if:

- You attended an **event that was not organised or delivered by PSD Scotland but is CPDA-approved.**
- If the course was not arranged through the portal.
- You are claiming an allowance for a qualifying **non-PSD Scotland delivered CPD activity.**

Do NOT use the Dental CPD Allowance Webform if:

- The course was **organised by the Dental CPD Educator network.**
- The course was **delivered by PSD Scotland.**
- The course is available to claim through the **NES Portal** (please ensure that you check this in the first instance).

Claims for **PSD Scotland-delivered courses:**

- Courses organised by the **Dental CPD Educator network** and delivered by **PSD Scotland** must be claimed through the **NES Portal.**
- These claims should not be submitted using the Dental CPD Allowance Webform.
- It is the dentist's responsibility to ensure that any claim should be submitted correctly
- Courses that should be claimed through the NES Portal but have been submitted via the Webform will be rejected and returned for submission through the correct route.

Digital Webforms

Logging in

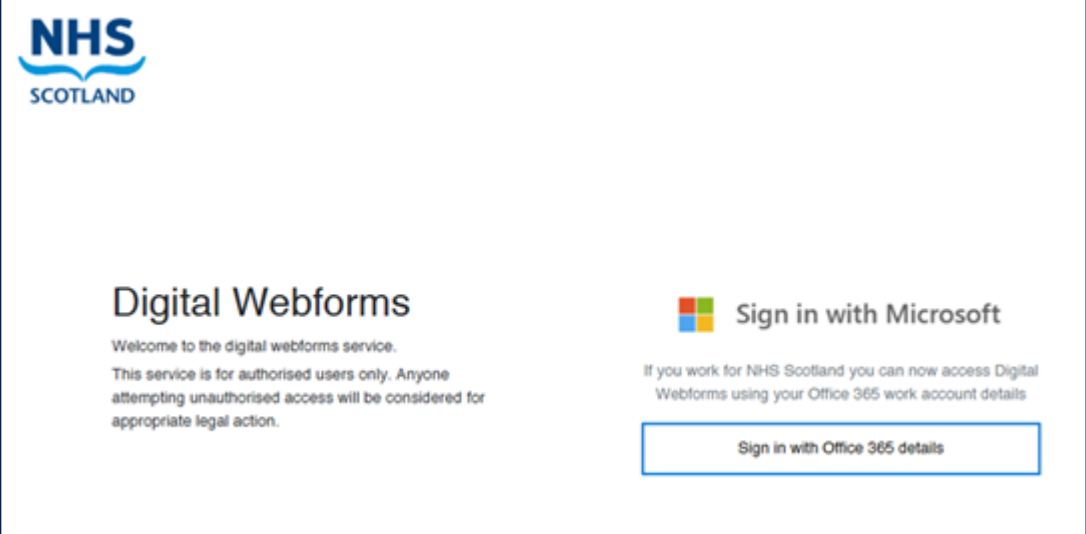
The Digital Webforms Service <https://digitalwebforms.mhs.scot.nhs.uk/v3>

You must complete two steps to access the webform

Step 1: Sign in

Sign in using your personal NHS email address and password. You may also be asked to complete multi-factor authentication (MFA) to confirm your identity.

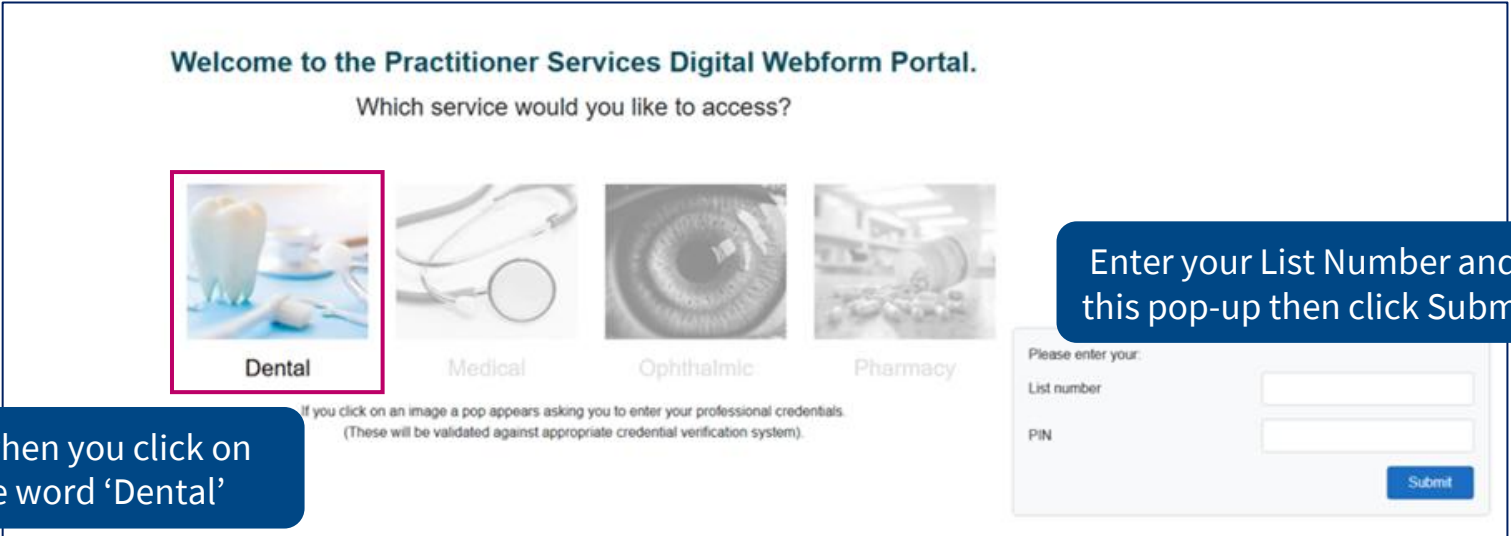
If you have problems signing in, contact your NHS Board.



The screenshot shows the NHS Scotland Digital Webforms login interface. At the top left is the NHS Scotland logo. The main heading is 'Digital Webforms'. Below it, a welcome message states: 'Welcome to the digital webforms service. This service is for authorised users only. Anyone attempting unauthorised access will be considered for appropriate legal action.' To the right, there is a 'Sign in with Microsoft' button with the Microsoft logo. Below this, a note says: 'If you work for NHS Scotland you can now access Digital Webforms using your Office 365 work account details'. At the bottom right, there is a button labeled 'Sign in with Office 365 details'.

Step 2: Confirm your details

Enter your list number and PIN. Once these details have been verified; you will be given access to the webform.

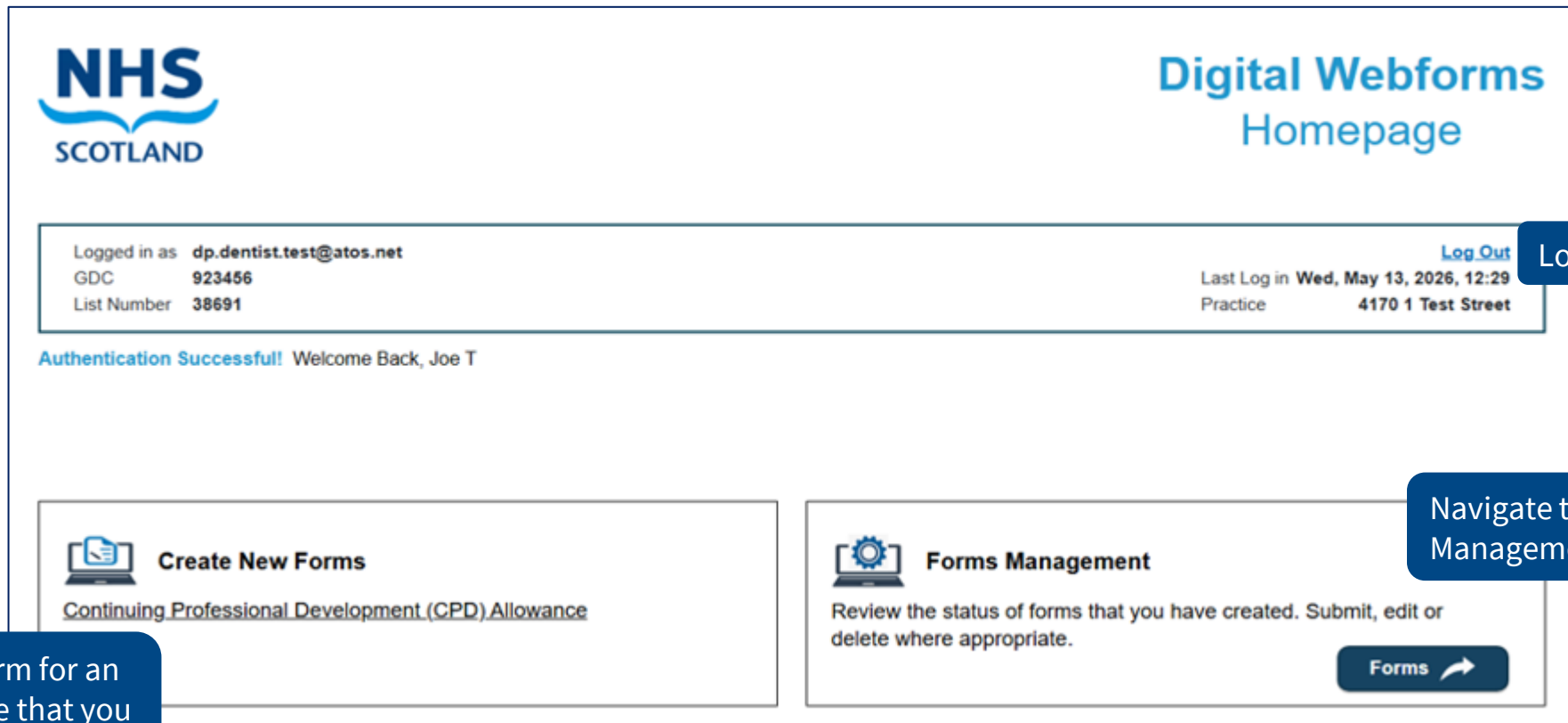


The screenshot shows the 'Welcome to the Practitioner Services Digital Webform Portal' page. It asks 'Which service would you like to access?' and displays four service options with corresponding images: 'Dental' (a tooth), 'Medical' (a stethoscope), 'Ophthalmic' (an eye), and 'Pharmacy' (a pill bottle). The 'Dental' option is highlighted with a red border. Below the images, a note states: 'If you click on an image a pop appears asking you to enter your professional credentials. (These will be validated against appropriate credential verification system)'. To the right, there is a 'Submit' button. A blue callout box on the right side of the page says: 'Enter your List Number and PIN in this pop-up then click Submit'. At the bottom, there is a form with fields for 'List number' and 'PIN', and a 'Submit' button.

A pop-up will appear when you click on the dental image or the word 'Dental'

Homepage

Once signed in, you will be taken to your homepage, where you can select from the available options. Guidance and validation messages will help you navigate the system, complete the form and correct any errors.



The screenshot shows the NHS Scotland Digital Webforms Homepage. At the top left is the NHS Scotland logo. At the top right is the title 'Digital Webforms Homepage'. Below the logo, a box displays user information: 'Logged in as dp.dentist.test@atos.net', 'GDC 923456', and 'List Number 38691'. To the right of this box, it says 'Last Log in Wed, May 13, 2026, 12:29' and 'Practice 4170 1 Test Street'. A 'Log Out' link is visible. Below the user information, a message reads 'Authentication Successful! Welcome Back, Joe T'. The main content area has two large buttons: 'Create New Forms' with a document icon and 'Forms Management' with a gear icon. Below 'Create New Forms' is a link for 'Continuing Professional Development (CPD) Allowance'. Below 'Forms Management' is a description: 'Review the status of forms that you have created. Submit, edit or delete where appropriate.' and a 'Forms' button with a right arrow.

NHS
SCOTLAND

Digital Webforms
Homepage

Logged in as **dp.dentist.test@atos.net**
GDC **923456**
List Number **38691**

[Log Out](#)

Last Log in **Wed, May 13, 2026, 12:29**
Practice **4170 1 Test Street**

Authentication Successful! Welcome Back, Joe T

 **Create New Forms**
[Continuing Professional Development \(CPD\) Allowance](#)

 **Forms Management**
Review the status of forms that you have created. Submit, edit or delete where appropriate.

Forms 

Create a New Form for an **approved** course that you have attended

Log out

Navigate to the Forms Management screen

Creating a new form

Start by selecting Continuing Professional Development (CPD) Allowance.

The system will check for existing forms. If none are found, a new form will open. If one or more forms are found, you will be prompted to check whether you have already submitted a form for the same approved course or have created a form, but have not yet submitted. You can do this on the Forms Management screen which is accessed by clicking on the Forms button.

The screenshot displays the NHS Scotland Digital Webforms Homepage. At the top left is the NHS Scotland logo. At the top right is the page title 'Digital Webforms Homepage'. Below the logo, a white box contains user information: 'Logged in as dp.dentist.test@atos.net', 'GDC 923456', and 'List Number 38691'. To the right of this box, it shows 'Last Log in Wed, May 13, 2026, 12:29' and 'Practice 4170 1 Test Street', with a 'Log Out' link. Below the user info, a message reads 'Authentication Successful! Welcome Back, Joe T'. The main content area has two large buttons: 'Create New Forms' with a document icon and the text 'Continuing Professional Development (CPD) Allowance', and 'Forms Management' with a gear icon and the text 'Review the status of forms that you have created. Submit, edit or delete where appropriate.' A 'Forms' button with a right arrow is also present. A modal dialog box is open in the foreground, asking 'Only one form can be submitted per course that you have attended. Do you wish to continue?' with 'Yes' and 'Cancel' buttons.

NHS SCOTLAND

Digital Webforms Homepage

Logged in as **dp.dentist.test@atos.net**
GDC **923456**
List Number **38691**

[Log Out](#)
Last Log in **Wed, May 13, 2026, 12:29**
Practice **4170 1 Test Street**

Authentication Successful! Welcome Back, Joe T

Create New Forms
Continuing Professional Development (CPD) Allowance

Forms Management
Review the status of forms that you have created. Submit, edit or delete where appropriate.

Forms →

Only one form can be submitted per course that you have attended. Do you wish to continue?

Yes **Cancel**

Form layout and navigation

Navigation

Selecting Create New Form will open the Dental CPD Allowance form, which contains four tabs. The active tab will be highlighted in light blue. You can move between tabs by clicking the tab name or by using the buttons at the bottom of each screen. The available buttons may change depending on the tab you are viewing.

Professional Details	Course Details	Claim Details	Declaration
----------------------	----------------	---------------	-------------

Cancel	← Previous	Save	Next →	Validate	Submit
--------	------------	------	--------	----------	--------

Information and validation messages

Information messages

Information messages are displayed on the Homepage, Forms Management page, to provide guidance when creating, editing, deleting a form.

Validation error messages

Validation messages help identify errors and ensure information is entered in the required format. Errors are highlighted beside the relevant field and tab to help you locate and correct them. Validation is carried out when you select Validate at any stage while completing your form, and again when you select Submit. Common validation errors include a required field has been left blank.

Professional Details	Course Details	Claim Details	Declaration
Please ensure this information is correct as this will be verified with the course organizer. *I certify that I attended the course and was present for: ☒ *Name of Centre (Venue) Name of centre (Venue) cannot be left blank *Name of Course Name of course cannot be left blank			

Form – Professional Details

All fields in this tab are pre-populated except for the Select Health Board field, which is selected from a drop-down list.

Professional Details	Course Details	Claim Details	Declaration
Name	Test User		
List Number	00000		
Practice Address	Test Dental Practice		
	21 Dental Street		
	Test City		
Practice Post Code	TU1 2UT		
GDC	222222		
Personal Email	test.user1@nhs.scot		
*Main NHS Board where the majority of services were undertaken	Select Healthboard Ayrshire and Arran Borders Dumfries and Galloway Fife Forth Valley Grampian Greater Glasgow and Clyde Highland Lanarkshire Lothian Orkney Shetland Tayside Western Isles Select Healthboard		

Form – Course Details

Tick the declaration checkbox to confirm your attendance at the course, then complete all fields in this tab. Number of Sessions. Only full sessions, half sessions, or a combination of both will be accepted.

Professional Details	Course Details	Claim Details	Declaration
Please ensure this information is correct as this will be verified with the course organizer.			
*I certify that I attended the course and was present for: ☐			
*Name of Centre (Venue)			
*Name of Course			
*Length of Course		From dd/mm/yyyy  To dd/mm/yyyy 	
*Number of Sessions			
*Number of Verifiable CPD Hours		hours mins	
This course meets the educational criteria set by the General Dental Council for the purpose of Recertification. Aims and expected learning outcomes are available from the Postgraduate Centre.			

Form – Claim Details

Complete all fields in this tab, except the CPD Amount Claimed section, which is automatically populated based on the number of sessions entered in the Course Details tab.

To change the number of sessions claimed, update the Course Details tab. The amounts in this tab will automatically recalculate.

Professional Details	Course Details	Claim Details	Declaration											
Full details of Claims and Allowances can be accessed in the Statement of Dental Remuneration. The total percentage of my gross personal dental earnings, as set out in Determination VII of the Statement of Dental Remuneration, attributable to work in the General Dental Service during the last complete practice financial year was Select (%) I am ☐ Not a remote Dentist Or I am Remote Dentist ☐ Island ☐ Mainland <table><tr><td rowspan="5">Amount claimed</td><td>Number of Sessions Claimed</td><td> </td></tr><tr><td>CPD Allowance</td><td> £0.00 </td></tr><tr><td>Additional Remote Allowance</td><td> £0.00 </td></tr><tr><td>Abatement to be applied to total amount</td><td> 0% </td></tr><tr><td>CPD amount claimed</td><td> £0.00 </td></tr></table>				Amount claimed	Number of Sessions Claimed		CPD Allowance	£0.00	Additional Remote Allowance	£0.00	Abatement to be applied to total amount	0%	CPD amount claimed	£0.00
Amount claimed	Number of Sessions Claimed													
	CPD Allowance	£0.00												
	Additional Remote Allowance	£0.00												
	Abatement to be applied to total amount	0%												
	CPD amount claimed	£0.00												

Form – Declarations

You must tick all three declarations to confirm your agreement and understanding before submitting the form.

Professional Details	Course Details	Claim Details	Declaration
☐ I agree that the information I have given on this form is correct and complete to the best of my knowledge and I understand that if I knowingly give wrong or incomplete information that results in a payment being made, I may be subject to court proceedings. ☐ I understand that NHS National Services Scotland may request an Accountant's Certificate to confirm the figure provided in respect of any past year's Gross Earnings attributable to work in the General Dental Services and that I must provide it at my own expense within 3 months of the request being made. ☐ I understand that NHS National Services Scotland may use this information to assure accurate payments and for the prevention and detection of fraud and share it with other bodies responsible for auditing or administering public funds Further information is available at: Practitioner Services Data Protection Notice			

Completing and Managing Forms

Saving Forms

We recommend saving your form regularly using the Save button at the bottom of each tab. Once saved, a message will confirm that your form has been saved but not submitted and will display the Form ID. The Form ID will also appear at the top of the form. Saving regularly helps prevent information from being lost if you leave the form before submitting it and allows you to review the information entered before submission. Saved forms can be accessed from the Forms Management screen, where they will appear as drafts.

Validation

You must validate the information entered before submitting your form. This will check for any errors or missing information. If the form is validated but not submitted, a message will confirm that your form has been-validated but not submitted and will display the Form ID. If the form has not previously been saved, the Form ID will also appear at the top of the form. Validated forms are automatically saved as drafts and can be accessed from the Forms Management screen.

Form ID 11

Created on 08/06/2026 13:24:40

Status Draft

Professional Details	Course Details	Claim Details	Declaration
Full details of Claims and Allowances can be accessed in the Statement of Dental Remuneration. The total percentage of my gross personal dental earnings, as set out in Determination VII of the Statement of Dental Remuneration, attributable to work in the General Dental Service during the last complete practice financial year was Select (%) I am ☐ Not a remote Dentist Or I am Remote Dentist ☐ Island ☐ Mainland Form ID 11 saved but not submitted. OK			

Form ID 11

Created on 08/06/2026 13:24:40

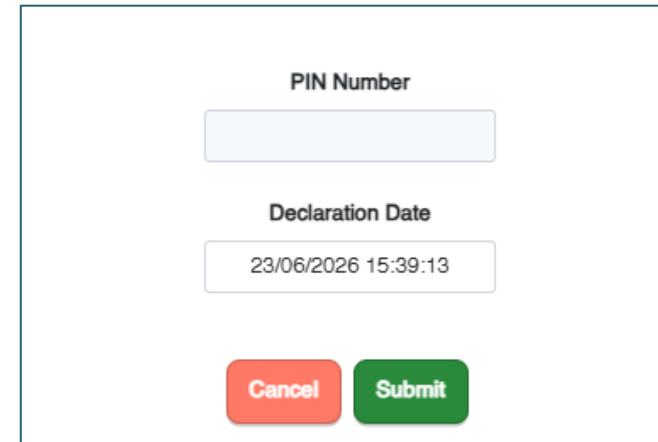
Status Draft

Professional Details	Course Details	Claim Details	Declaration
Full details of Claims and Allowances can be accessed in the Statement of Dental Remuneration. The total percentage of my gross personal dental earnings, as set out in Determination VII of the Statement of Dental Remuneration, attributable to work in the General Dental Service during the last complete practice financial year was Select (%) I am ☐ Not a remote Dentist Or I am Remote Dentist ☐ Island ☐ Mainland Form ID 11 validated but not submitted. OK			

Submitting your Form

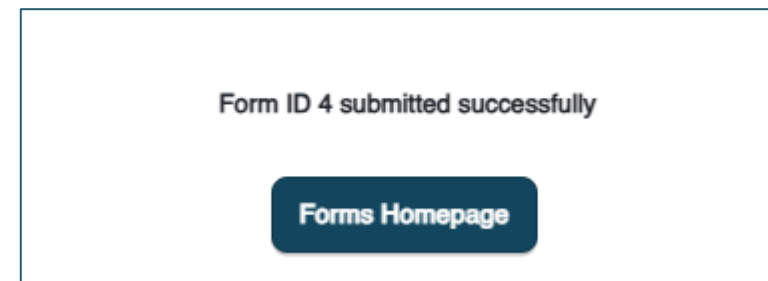
Submitting your form

After you select Submit, a pop-up message will appear prompting you to enter your PIN. An error message will be displayed if an incorrect PIN is entered.



A screenshot of a digital form submission pop-up. It features a light blue header bar. Below the header, the text "PIN Number" is centered above a light blue input field. Further down, the text "Declaration Date" is centered above a white input field containing the timestamp "23/06/2026 15:39:13". At the bottom, there are two buttons: a red "Cancel" button and a green "Submit" button.

Once the correct PIN has been entered, an acknowledgement message will appear on the screen to confirm successful submission. This message will include the Form ID and a link to the Forms Homepage.



A screenshot of a digital form submission acknowledgement message. It features a light blue header bar. Below the header, the text "Form ID 4 submitted successfully" is centered. At the bottom, there is a dark blue button with the text "Forms Homepage" in white.

After your form has been submitted

Email Confirmations and Reminders

Once we have received your form you will receive an automated acknowledgement email on the next working day. If you have submitted multiple forms, you will receive a separate acknowledgement email for each submission. You will receive further instruction by email from the Dental Payments Team if there are any further issues with your submission.

If you have submitted a form that contains errors and/or requires amendment, please contact: nss.psddentalcpdclaims@nhs.scot before you edit and resubmit the form or create a new form.

If you have a form saved as a draft, you will also receive automated reminder emails until the form is either submitted or deleted. Where a draft is no longer required, you should delete it to prevent further reminder emails.

From: NSS psddentalCPDclaims

Subject Field: CPD request summary

Thank you for submitting your claim and we can confirm that your submission, **Form Id 28** has passed our initial validation checks.

Your claim will now proceed to the payment processing stage where your claim will be assessed further against the full eligibility criteria as part of our payment verification process. There is no need to chase or resubmit your claim as we will be in touch if any further information is required.

From: no reply NSS psddentalCPDclaims

Subject: Reminder: Draft Dental CPD Form

Dear Practitioner,

You have a Dental CPD form saved as a draft. Please review and submit it as soon as possible to ensure there is no delay in processing your information.

If you have already submitted a form, please do not submit another one.

This is an automated reminder sent for all Dental CPD forms currently saved as “Draft”. This may include cases where a form has already been submitted, so please double-check before submitting another form.

If the draft form is no longer required, please delete it to avoid receiving further reminder emails.

If you have any questions, please contact: nss.psddentalcpdclaims@nhs.scot

Forms Management

Submitted and draft forms will appear on the Forms Management screen. You can edit or delete a draft form. However, submitted forms can only be edited.

<u>Form ID</u>	<u>Created Date</u> ▼	<u>Form</u> ▼ ALL ▼	<u>Submitted Date</u> ▼	<u>Submission Number</u> ▼	<u>Status</u> ▼ ALL ▼		
11	08/06/2026	CPD Allowance			Draft	Edit	Delete
10	08/06/2026	CPD Allowance	08/06/2026	1	Submitted	Edit	

If you choose to edit a submitted form a pop-up message will appear. To proceed, select '**OK**' which will take you to the form for editing. Once you have resubmitted the form, the submission number will increase by 1.

Do not edit a submitted form unless advised to do so by the
Dental Payments Team. Do you wish to continue?

OK

Cancel

If you have any queries
regarding these instructions,
then please contact
nss.psddental@nhs.scot

