

CPD Accreditation

Application checklist

Before applying for accreditation

1. I have read the Guidelines for CPD Accreditation and ensured my event meets all requirements. If I will be requesting a CPDR code, I have also reviewed the CPDR Code Policy.
2. I have created a detailed agenda, with start and end times, topics/titles, and the name and role of presenters, for each agenda item. I have copies of any promotional materials or other supporting documents ready for upload, as appropriate.
3. I have collected financial disclosures from all faculty and planners, reviewed these for any potential conflicts of interest, and made any necessary mitigations (see Appendix 1 of the Guidelines).
4. I have details of the Medical Lead of the event, including their MCRN and employer.
5. I have details of the amount and source of any sponsorship for the event.
6. I am submitting my application at least 4 weeks before the event.

After approval

1. I have checked the details of my approval through the portal, including retrieving my CPDR code (if applicable).
2. I am prepared to collect attendance data and feedback, including feedback about the practical impact of the education. This information will be handled according to GPDR and any other relevant privacy policies.
3. All presenters have conflicts of interest statements on their first or second slide.
4. The rules about logos and marketing messages are being observed in the layout of the event – e.g. exhibit tables set up in a separate room.
5. The rules about logos and marketing messages are being observed on educational materials including slides, handouts, attendance sheets, and certificates.
6. I am prepared to provide proof of attendance in form of a CPDR code or personalised certificate to verified attendees only.
7. Documentation of the activity and its planning process will be securely retained for the current PCS year plus two in lines with the requirements outlined in the Guidelines.