



**The Irish College of General Practitioners**

## **Applicant Instructions**

- Completing the Online Application Form for the Recognition of Educational Activity for External CPD and GMS Study Leave**
-

# The Irish College of General Practitioners

## Applicant Instructions - Completing the Online Application Form for the Recognition of Educational Activity for External CPD and GMS Study Leave

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# 1. How to Log in and Register

To apply for CPD Recognition it is necessary to log in on the link provided below to submit an online application:

[http://www.icgp.ie/go/pcs/cpd\\_recognition](http://www.icgp.ie/go/pcs/cpd_recognition)

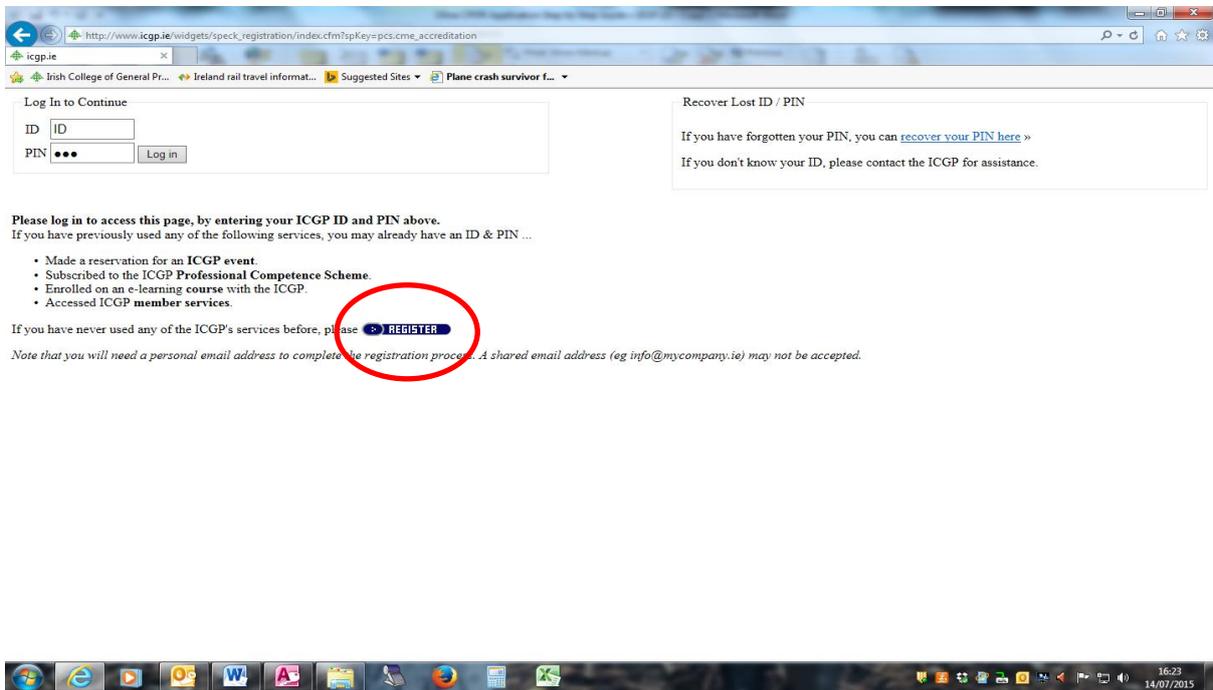
If you have a current ICGP ID and PIN then enter in the appropriate boxes below:

The screenshot shows the ICGP website header with the logo and navigation menu. The main content area is titled 'Please log in to access the CPD Recognition Service'. It contains a login form with two input fields: 'User ID' and 'PIN No.', and a 'Login' button. Below the form are two links: 'Not Registered?' and 'Forgot PIN?'. A red circle highlights the 'User ID' and 'PIN No.' fields. An arrow points from the 'Not Registered?' link to the text below.

## i) Applicant with no ICGP website ID and PIN Number

If you do not have an ICGP ID and PIN, then it is necessary to register by clicking on the 'Not Registered?' link (see above).

The following screen will appear and you need to click on the **'Register'** icon below. You then need to complete details as outlined under the **'Register as a new User'** section below, following which an ID and PIN number will be forwarded to the email address provided.



### **Register as a new User**

(\*) = required field

- TITLE(\*)
- FIRST NAME(\*)
- MIDDLE NAME
- LAST NAME (\*)
- WORK NUMBER
- MOBILE NUMBER
- EMAIL ADDRESS (\*)
- DATE OF BIRTH (\*) (eg: DD/MM/YYYY)
- GENDER (\*)
- HOME ADDRESS
- Street address (\*)
- City/Town (\*)
- Postcode
- Country/Province/State (\*)
- Country
- Home Telephone Number (\*)
- CORRESPONDENCE ADDRESS (if different)
- Street address
- City/Town
- Postcode
- Country/Province/State
- Country

Dr

[Select Gender]

Ireland

Ireland

**▶ NEXT STEP**

## **ii) Logging in to the CPD System with ID and PIN**

On receipt of your ID and PIN please log into the system and click on the option to **'Register your practice or organisation'** and complete details (refer to section below).

Several applicants can apply on behalf of an organisation, however, it is necessary for each applicant to register their details in order to be provided with access.

### iii) Register your Practice or Organisation

In order to submit an application for CPD Recognition you must set up a Practice or Organisation for whom you are completing the application. Click on the link on the main CPD Recognition web page – Option 2: **‘Register your practice or organisation’** (see Page 1) which brings you to the screen below.

The screenshot shows the ICGP website interface. At the top, there is a navigation bar with the ICGP logo and the text 'Irish College of General Practitioners' and 'Coláiste Dhochtúirí Teaghlaigh Éireann'. There are links for 'ABOUT ICGP', 'FIND A GP', 'CONTACT US', and 'MY ICGP'. A search bar is also present. Below the navigation bar, there is a breadcrumb trail: 'You are here: Home > Professional Competence > CPD Recognition > Manage Organisations'. A secondary navigation bar contains links for 'Dashboard', 'Applications', 'Payment History', 'Add Organisation', 'Administration', and 'Guidelines & Templates'. The main content area is titled 'Manage Organisations' and contains a section for 'Add Organisation'. This section includes a sub-header 'Add Organisation' and a paragraph of instructions: 'To submit an application on behalf of an organisation (eg. Commercial/private, GP practice, public hospital, HSE area, ICGP faculty, university), please submit the details below. You will be advised by email once this process is complete (approximately two business days), at which point the application may proceed.' Below the instructions are four input fields: 'Organisation', 'Organisation Address', 'Organisation Email', and 'Organisation Phone Number'. The 'Add Organisation' button is circled in red. At the bottom of the page, there is a footer with 'web design by ionic', 'Useful Links', 'Site Map', 'Privacy Policy', 'Terms and Conditions', 'About ICGP', and social media icons for Facebook and Twitter.

Enter the name of the Practice/Organisation in the **‘Organisation’** field, then the address in the **‘Organisation Address’** field. Likewise, enter the email address and phone number for the organisation in the **‘Organisation Email’** field and the **‘Organisation Phone Number’** field.

Once complete click on the **‘Add Organisation’** button (above).

The following message will appear on screen:

***“Your request has been queued for review by ICGP staff. Once approved, you can apply for CPD recognition for an event.”***

Please allow some time for your details to be processed (approx. 1-2 days) before attempting to access the system. Once access has been provided you can then commence the application process by clicking Option 3: **‘Complete an application form’** on the main CPD Recognition web page (see Page 1).

You will be brought to the below screen which shows the name of the Organisation, in this case **'Test Practice'** (see below), that you have just set up and it will show a Status of **'Processing'**.

Once the ICGP have processed your details and access is activated the status will change to **'Verified'** as shown below and you may then submit an application on behalf of the organisation.

In order to check the status of the organisation at any time, log into the CPD Services area and then click on the **'Add Organisation'** tab and you will be brought to the screen below which will show you the status of your organisation.

An applicant can submit applications on behalf of multiple organisations as long as they add each organisation using this method.

The screenshot displays the ICGP website interface. At the top, the ICGP logo and name are visible, along with navigation links for 'ABOUT ICGP', 'FIND A GP', 'CONTACT US', and 'MY ICGP'. A search bar is present on the right. Below the header, a navigation menu includes 'GP Training', 'Membership', 'In the Practice', 'Education', 'Prof Competence', 'Research', 'Library', and 'Events'. The breadcrumb trail indicates the user is in 'Home > Professional Competence > CPD Recognition > Manage Organisations'. A secondary navigation bar contains 'Dashboard', 'Applications', 'Payment History', 'Add Organisation', and 'Guidelines & Templates'. The 'Manage Organisations' section features a table with the following data:

Organisation	Status	Actions
Test Practice	Verified	<a href="#">Remove</a>

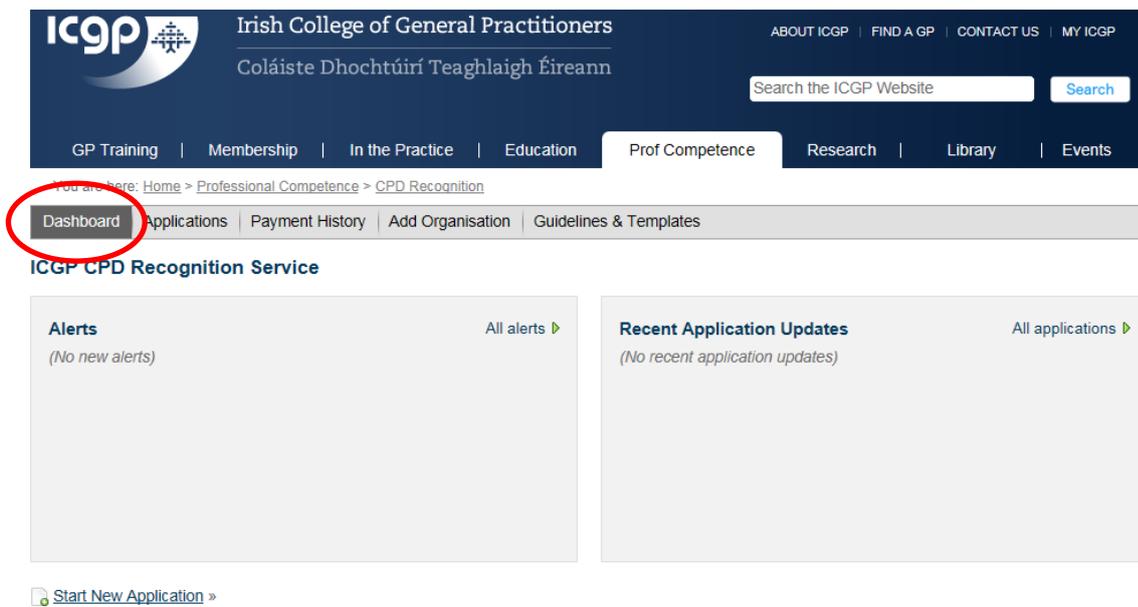
Below the table, the 'Add Organisation' form is shown, including instructions: 'To submit an application on behalf of an organisation (eg. Commercial/private, GP practice, public hospital, HSE area, ICGP faculty, university), please submit the details below. You will be advised by email once this process is complete (approximately two business days), at which point the application may proceed.' The form fields are: Organisation, Organisation Address, Organisation Email, and Organisation Phone Number, followed by an 'Add Organisation' button.

At the bottom of the page, there are links for 'web design by ionic', 'Useful Links', 'Site Map', 'Privacy Policy', 'Terms and Conditions', and 'About ICGP', along with social media icons for Facebook and Twitter.

## 2. Start a New Application

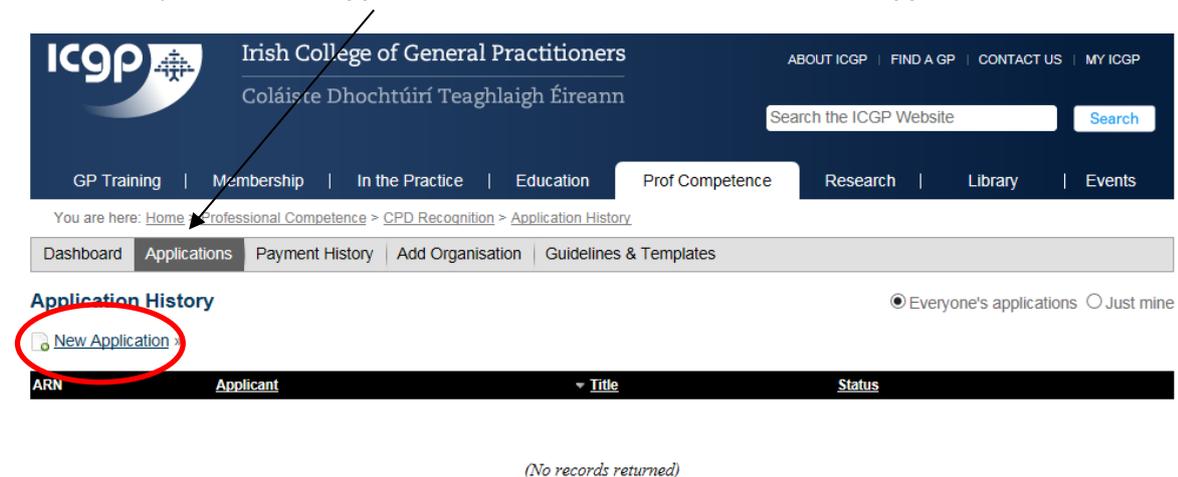
Once you are logged into the CPD Services option and you have set up a new organisation which has been verified by the ICGP, then you can start a new application.

There are a couple of ways of doing this. You can click on the **'Dashboard'** tab shown on the screen below.



Then you can click on the **'Start New Application'** link at the bottom left of the screen.

Alternatively click on the **'Applications'** tab, and then click on the **'New Application'** link (below).



The first screen you will come to is shown below and this will list all Practices/Organisations for whom you have been verified to submit applications, in this case 'Test Practice'.

The screenshot shows the ICGP website header with the logo and navigation links. The main navigation bar includes 'GP Training', 'Membership', 'In the Practice', 'Education', 'Prof Competence', 'Research', 'Library', and 'Events'. The 'Prof Competence' tab is active. Below the navigation bar, there is a breadcrumb trail: 'You are here: Home > Professional Competence > CPD Recognition > Apply for Recognition'. A secondary navigation bar contains 'Dashboard', 'Applications', 'Payment History', 'Add Organisation', and 'Guidelines & Templates'. The main content area is titled 'Start New Application' and has a sub-header 'Select Applicant'. Below this, there is a search bar with 'Test Practice' entered and a red circle around it. To the right of the search bar is a link 'A different organisation »'. Below the search bar are two buttons: 'Cancel' and 'Next', with a red circle around the 'Next' button and an arrow pointing to it.

Select the Practice/Organisation you are completing this application for and then click on the 'Next' button.

In the screen below you must select what 'Type of Application' you are submitting and then click on the 'Next' button.

The screenshot shows the ICGP website header and navigation bar, identical to the previous screenshot. The breadcrumb trail is the same. The secondary navigation bar is the same. The main content area is titled 'Start New Application' and has a sub-header 'Select Applicant'. Below this, there is a search bar with 'Test Practice' entered and a radio button selected next to it. To the right of the search bar is a link 'A different organisation »'. Below the search bar are two buttons: 'Cancel' and 'Next', with a red circle around the 'Next' button. Below the search bar is a sub-header 'Type of Application'. Below this, there are two radio button options: 'Application for Non GP Led Activity' and 'Application for GP Led Activity'. The 'Application for GP Led Activity' option is selected. Below the radio button options are two buttons: 'Cancel' and 'Next', with a red circle around the 'Next' button.

## i) Application for Non GP Led Activity

This option refers to applications by external organisations. Please select this option unless you are a GP who is directly organising the activity (please refer to 'GP Led Activity' option below).

If you select the '**Application for Non GP Led Activity**' then the following screen will appear and you should then select the most appropriate activity option - refer to '**Describe your Activity**' below.

The screenshot shows the ICGP website interface. At the top, the ICGP logo and name are displayed, along with navigation links: ABOUT ICGP | FIND A GP | CONTACT US | MY ICGP. A search bar is present with the text "Search the ICGP Website" and a "Search" button. Below the navigation, a breadcrumb trail reads: "You are here: Home > Professional Competence > CPD Recognition > Apply for Recognition". A secondary navigation bar includes: Dashboard | Applications | Payment History | Add Organisation | Guidelines & Templates. The main heading is "Start New Application". Under "Select Applicant", the "Test Practice" option is selected, with a link "A different organisation »". The "Type of Application" section has two options: "Application for Non GP Led Activity" (selected) and "Application for GP Led Activity". The "Describe your Activity" section has four options: "Offline Activity: Fixed Dates & Locations" (selected), "Offline Activity: Unknown Dates & Locations", "Online Activity: Live Broadcast/Meeting/Etc", and "Online Activity: On-Demand". At the bottom, there are "Cancel" and "Next" buttons.

## ii) Application for GP Led Activity

Only GP's may apply under this option, provided they are directly organising the activity and are not applying on behalf of an organisation, e.g. ICGP Faculty meetings, Clinical Society meetings, GP Co-op, etc.

If you select the 'Application for GP Led Activity' then the following screen will appear. The only difference between the two types of application at this point is that there is an additional category of activity for 'CME Small Group Meeting'.

The screenshot shows the ICGP website interface. At the top, the ICGP logo and name 'Irish College of General Practitioners' are displayed, along with navigation links: 'ABOUT ICGP | FIND A GP | CONTACT US | MY ICGP'. A search bar is present with the text 'Search the ICGP Website' and a 'Search' button. Below the header, a navigation menu includes 'GP Training | Membership | In the Practice | Education | Prof Competence | Research | Library | Events'. The breadcrumb trail reads: 'You are here: Home > Professional Competence > CPD Recognition > Apply for Recognition'. A secondary menu contains 'Dashboard | Applications | Payment History | Add Organisation | Guidelines & Templates'. The main heading is 'Start New Application'. Under 'Select Applicant', 'Test Practice' is selected, with a link for 'A different organisation »'. The 'Type of Application' section has two options: 'Application for Non GP Led Activity' (unselected) and 'Application for GP Led Activity' (selected). The 'Describe your Activity' section has three options: 'Offline Activity: Fixed Dates & Locations' (selected), 'Offline Activity: Unknown Dates & Locations' (unselected), and 'CME Small Group Meeting' (unselected). The 'Online Activity: Live Broadcast/Meeting/Etc' and 'Online Activity: On-Demand' options are also present but unselected.

### 3. Categories of Activity

#### i) Offline Activity: Fixed Dates & Locations

This option will apply to most applications and for the purpose of illustrating details usually required for consideration of an activity, this particular form will feature below in full and each section of the form will be addressed.

Details specific and/or additional to the other categories of activity will be addressed further on in the document.

Applications under this category are for a specific activity with confirmed date/s and location/s at time of application only. Subsequent activity which is not included at the time of application will require submission of a new application.

**a) ARN (Application Reference Number)**

A unique application reference number, or ARN, is allocated (see below) and should be used for any correspondence in relation to the activity being applied for.

**b) Publicity**

This section simply provides an opportunity for another email address to be entered for inclusion on the ICGP website events calendar, for purposes of directing queries from the public.

**c) Details of Application**

It will be necessary to provide details as outlined and indicate the number of occasions of the activity so as to facilitate the number of date/s and venue/s for entry later on in the form. If the activity is intended for GPs only then please indicate 100% GP attendance.

104814 New Non GP Led Activity Molly Tester, Test Practice

**Publicity**

You are considered the point of contact for this activity. Following approval, your details will be forwarded to our web editor for inclusion on our listing of CPD recognised activity, and events calendar. Your email address will be viewable by the general public, and any queries regarding this activity will be directed to it. Should you wish to use a different email address for this purpose, please provide one below.

General Enquiries (Email)

**Details of Application**

Title of Activity

Expected Number of Attendees (Per Instance of Activity)

Percentage attendance/participation per discipline, if applicable  
Please provide approximate percentage attendance per discipline. For example: GPs: 50%; Nurses: 30%; Hospital Doctors: 20%

Number of occasions of the activity (i.e. exact same)

Duration of educational Activity in days & hours – You should not include registration, opening/closing speeches, breaks, etc.

**d) Medical or Lead Organiser**

This section of the form requires a named medical doctor for clinical events. For non-clinical events then the details of the content resource expert is required.

**Medical or Lead Organiser**

Responsible for ensuring the scientific validity and objectivity of the educational content. N.B. A medical organiser is required for clinical events.

Name & Title

Organisation

Address

IMC Registration Number (professional body number if applicable)

Email

Next »

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**e) Educational Aims & Objectives**

The following section refers to the aims and objectives of the activity and learning outcomes. Details should be provided in accordance with the titles below.

104814: Test activity Molly Tester, Test Practice

Application Details **GP Relevance** Supplementary Details Documentation Scheduling Finalise Application Submit for Approval

**Educational Aims & Objectives**

Please detail specific knowledge, skills and attitudes that will be addressed during the activity.

Knowledge

Skills

Attitudes

Following participation/successful completion of the educational activity the participant will be able to

**f) Learning Methods**

The following section refers to the learning methods and you should tick those applicable.

**Learning Methods**

Please tick all that apply.

- Lectures
- Tutorials
- Demonstrations
- Practicals
- Workshops
- Discussion Groups
- MCQs
- Quizzes
- Individual Performance Review
- Online/E-Learning

Other (Please specify)

**Evaluation**

Please provide a description of the evaluation method(s) to be used – (e.g. delegate feedback form, assessment tools, etc.)

**g) Evaluation**

The above section refers to the evaluation tool being used, which should be provided to delegates to complete prior to issuing of certificates of attendance. A copy of the completed evaluation may be requested by the College.

## h) Domains of Good Professional Practice

The following section refers to the domains of Good Professional Practice, as defined by the Medical Council, and each domain should be ticked according to its relevance to the activity.

### Domains of Good Professional Practice

Patient safety & quality of patient care	<input type="radio"/> Not relevant	<input type="radio"/> Some relevance	<input type="radio"/> High relevance
Management (including self management)	<input type="radio"/> Not relevant	<input type="radio"/> Some relevance	<input type="radio"/> High relevance
Relating to patients	<input type="radio"/> Not relevant	<input type="radio"/> Some relevance	<input type="radio"/> High relevance
Professionalism	<input type="radio"/> Not relevant	<input type="radio"/> Some relevance	<input type="radio"/> High relevance
Communication & interpersonal skills	<input type="radio"/> Not relevant	<input type="radio"/> Some relevance	<input type="radio"/> High relevance
Collaboration & teamwork	<input type="radio"/> Not relevant	<input type="radio"/> Some relevance	<input type="radio"/> High relevance
Scholarship	<input type="radio"/> Not relevant	<input type="radio"/> Some relevance	<input type="radio"/> High relevance
Clinical skills	<input type="radio"/> Not relevant	<input type="radio"/> Some relevance	<input type="radio"/> High relevance

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## i) Relevance to General Practice

The following section refers to details for the independent GP who has ensured the relevance of the activity to general practice and is satisfied that the organiser/s have adhered to College guidelines and sponsorship policy. These documents are available to view/download under the 'Guidelines & Templates' tab (refer to below).

### 104814: Test activity

Molly Tester, Test Practice

[Application Details](#) [GP Relevance](#) [Supplementary Details](#) [Documentation](#) [Scheduling](#) [Finalise Application](#) [Submit for Approval](#)

### Relevance to General Practice

*It is a requirement that an independent GP be involved in the planning of activity (particularly for single sponsored activity), and be satisfied that the activity adheres to College sponsorship policy/guidelines. Please refer to the application guideline for more detailed information.*

Name of Independent GP

IMC Registration Number

I confirm that this application conforms to ICGP sponsorship guidelines, as outlined above.

## j) Sponsorship & Costs

The following section refers to sponsorship and costs of the activity.

If you are applying on behalf of a commercial/private organisation then the activity is considered 'sponsored', regardless of whether external sponsorship has been sourced. In this regard, the full section must be completed and **'Yes'** must be ticked under the **'Is your event sponsored'** section (see below). Payment of the application fee will apply and payment details must be entered prior to submission of your application (refer to Page 17).

If you consider that your application is eligible for consideration of a waiver of the application fee (i.e. for non-commercial/private, not-for-profit, non-funded, etc.), then please tick **'Yes'** under **'Apply to waive fees'** (below) and complete the **'Waiver Request Form'** available under the **'Guidelines & Templates'** tab (refer to Page 27) and arrange to upload to the **'Supporting Documentation'** section of the form (Page 13).

**Sponsorship & Costs**

Apply to waive fees?  
 Yes  No  
If yes, please outline the justification for the waiver application. Please refer to conditions of waiver.

**Is your event sponsored?**  
 Yes  No

Sponsors (including applicant organisation if commercial/private)

Sponsor's connection to the activity (e.g. organiser, unrestricted grant, honoraria, sponsorship of prizes, meals)

Amount of Sponsorship

Registration fee (if applicable)

Provide an outline of costs of the activity

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## k) Supporting Documentation

The following section refers to items which must accompany the application.

Please arrange to upload formal/printed material, i.e. the version/s being circulated and advertised for the activity, in accordance with the checklist below. Draft copies of material are permitted if necessary to ensure timely application. Final/printed versions of the documentation must be submitted at least two weeks in advance of the activity.

Documentation submitted on blank paper will not be accepted.

### 104814: Test activity

Molly Tester, Test Practice

[Application Details](#) [GP Relevance](#) [Supplementary Details](#) **Documentation** [Scheduling](#) [Finalise Application](#) [Submit for Approval](#)

#### Supporting Documentation

No files uploaded yet.

Please attach all documents in formal format (e.g. on headed paper) being circulated/advertised for the event. Please refer to checklist of items below

BROWSE...

#### Checklist of items to accompany this application

Please verify that your supporting documentation contains the following information about your event.

- Presenter details/Generic details
- Title of each presentation/generic presentation
- Individual start/finish times, where applicable, for presentation(s), Q&A session(s), break time(s), and introduction/opening/closing session(s), etc.
- Copy of the invitation to the activity/generic activity, and any promotional material/advertisements/flyers, etc.

Additionally, the following must be included for e-learning activity

- Copy of course assessment/MCQ
- Declaration of time stated
- URL and access details

Declaration

- I have not applied to another postgraduate medical training body, as the educational focus of this activity/target audience refers predominantly to the speciality of General Practice

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For **'Online Activity: On Demand'** it is necessary to submit additional details (see above), including a copy of the assessment, an indication of the 'average' time to view the activity and complete the assessment, and URL and access details (please note these details are forwarded to the PCC Review Group and links must be provided to afford seamless access for this purpose).

Additional documentation, including a copy of the presentation/s, may also be requested and these should be readily available for submission at least two weeks in advance of the activity.

## l) Occurrences of Activity

The following section refers to the occurrences of the activity.

The date/s and venue/s (or URL) for the activity must be entered under **'Occurrences of Activity'** (see below). The number of boxes provided for entry of date/s and venue/s should correlate with the number of occasions of the activity indicated at the start of the form. If you need to adjust this number to allow for extra/less instances then simply return to the **'Application Details'** section of the form (Page 1) and re-edit the **'Number of occasions of the activity'**.

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ABOUT ICGP | FIND A GP | CONTACT US | MY ICGP

Search the ICGP Website Search

GP Training | Membership | In the Practice | Education | Prof Competence | Research | Library | Events

You are here: Home > Professional Competence > CPD Recognition > Apply for Recognition

Dashboard | Applications | Payment History | Add Organisation | Guidelines & Templates

104814: Test activity Molly Tester, Test Practice

Application Details GP Relevance Supplementary Details Documentation Scheduling Finalise Application Submit for Approval

**Occurrences of Activity**

Please complete details of your activity/activities below. Return to 'Activity Details' to change the number of occurrences.

Title	Start Date	End Date	Venue	County
Test activity	2015-06-24	2015-06-24		Not applicable

**Declaration**

Any sponsorship arrangements and speaker/sponsor relationship comply with the guidelines/policy of the ICGP and the Irish Pharmaceutical Healthcare Association.

The content of this activity is autonomous, unbiased, and scientifically valid/objective. (Please refer to the role of the medical/lead organiser. Please note that a medical organiser is required for clinical events/activity.)

Display tables/materials/products, etc. related to commercial organisations/sponsor(s) will not be placed in the education area and/or web page directly associated with e-learning and e-learning modules.

Materials for the activity, including programme, invite, advertisement/flyer, slides, abstracts, hand-outs, etc. do not contain any advertising, trade or corporate messages including any product/service references, brand names, images, insignia, etc.

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## m) Declaration

The above section refers to conditions of approval and all items under the **'Declaration'** section must be ticked to indicate the activity complies with the conditions outlined therein.

**n) Reference Number**

The following section provides the opportunity to enter a **'PO or Reference Number'** (see below) for invoice purposes if required by your Accounts Department. Details entered here will automatically feature on the Invoice which is available to download on your **'Payment History'** tab in your application (refer to Page 18). This section may be left blank if no specific details are required for invoicing.

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ABOUT ICGP | FIND A GP | CONTACT US | MY ICGP

Search the ICGP Website Search

GP Training | Membership | In the Practice | Education | Prof Competence | Research | Library | Events

You are here: Home > Professional Competence > CPD Recognition > Apply for Recognition

Dashboard | Applications | Payment History | Add Organisation | Guidelines & Templates

**104814: Test activity** Molly Tester, Test Practice

Application Details | GP Relevance | Supplementary Details | Documentation | Scheduling | Finalise Application | Submit for Approval

**Reference Number**

*If you wish, you can supply a reference number for use in connection with invoicing & payment (eg a PO number). Note that once you click "Next", you will not be able to change your answer to this question.*

PO or Reference Number  
Your Ref. Here

**Additional Information**

*Enter any comments or additional details about your activity that may be useful in reviewing your application.*

Additional Details

Next >

**o) Additional Information**

Any additional comments/information you wish to provide for clarification purposes, etc. should be entered into the box provided above.

## p) Finalise Application

The screen below provides you with the opportunity to review the data entered on the application form and if you wish to edit any details then click on the 'Edit' link (see below).

At the bottom of this screen there is a 'Submit' button which you must click once you are satisfied that the application is ready for submission to the ICGP. Once the application has been submitted you will receive an automated email to confirm receipt of your application, following which it is not possible to edit the form unless prompted to do so by the ICGP, in the event of additional information being required (Refer to Page 25).

The screenshot displays the ICGP website interface. At the top, the ICGP logo and name are visible, along with navigation links for 'ABOUT ICGP', 'FIND A GP', 'CONTACT US', and 'MY ICGP'. A search bar is present with the text 'Search the ICGP Website' and a 'Search' button. Below the navigation bar, a breadcrumb trail reads: 'You are here: Home > Professional Competence > CPD Recognition > Apply for Recognition'. A secondary navigation bar includes 'Dashboard', 'Applications', 'Payment History', 'Add Organisation', and 'Guidelines & Templates'. The main content area is titled '104814: Test activity' and shows the user 'Molly Tester, Test Practice'. A series of tabs at the top of the content area includes 'Application Details', 'GP Relevance', 'Supplementary Details', 'Documentation', 'Scheduling', 'Finalise Application', and 'Submit for Approval'. The 'Finalise Application' tab is active. Below this, a table lists application details:

ARN	Applicant	Organisation	Last Edited	Application Type
104814	Molly Tester (ID: 00227331)	Test Practice	24 June 2015	Non GP Led Activity (Offline Activity: Fixed Dates & Locations)

An 'Edit' link is circled in red next to the application type. Below the table, there are tabs for 'Application Form' and 'Activities'. The 'Application Form' tab is selected, showing details for the activity: 'Title of Activity: Test activity', 'Expected Number of Attendees (Per Instance of Activity): 10', 'Percentage attendance/participation per discipline, if applicable: 100% gps', 'Number of occasions of the activity (i.e. exact same): 1', and 'Duration of educational Activity in days & hours: test'. A 'Medical or Lead Organiser' section shows 'Name & Title: test' and 'Organisation: test'. On the right side, there is a sidebar with the text '24 Jun 2015 12:54: (Unfinished)' and 'CPD System'.

## q) Payment Details

The following section refers to payment of the application fee.

For applications requiring payment (i.e. private/commercial organisations, sponsored and/or funded activity, etc.) you are required to enter credit card details (see below). The standard application fee is €300 and is non-refundable.

For applications that are eligible for a waiver request (please refer to the **'Sponsorship & Costs'** section – Page 12) it will not be necessary to complete payment details unless instructed to do so by the ICGP, following review of the waiver request.

In the event that it is not possible to pay by credit card at time of application, it will be necessary for your Accounts Department to notify us of the only available payment option/s and provide relevant billing details. **Please note:** This payment facility will only be accommodated on a limited basis, until such time as credit card facilities are available.



Card Type:

Card Number:

Security Code:  [\(About security code\)](#)

Expiry Date:

Cardholder Name:

Securely Processed by



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## r) Invoice & Receipt – Payment History

Following credit card payment, a receipt and invoice are automatically generated and are available to download from the dashboard under the **'Payment History'** tab (see below).

This will list all applications and will show the fee amount and under the **'Commentary'** column it will state either **'Payment due'** in which case the **'Pay Now'** link will appear or it will say **'Paid with thanks'** in which case the **'Receipt'** link will appear. Both of these options are shown below.

The Invoice link is always available for the applications.

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### Payment History

If you have any queries regarding your account, feel free to [get in touch](#). Please note that it may take several business days for some payments to be reflected on your account.

ARN	Activity	Updated	Fee	Commentary
111111	Test application	2015-07-16	€300.00	Payment due <a href="#">Pay Now</a> <a href="#">Invoice</a>

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### Payment History

If you have any queries regarding your account, feel free to [get in touch](#). Please note that it may take several business days for some payments to be reflected on your account.

ARN	Activity	Updated	Fee	Commentary
111111	Test application	2015-06-23	€300.00	Paid with thanks <a href="#">Receipt</a> <a href="#">Invoice</a>

## Details specific and/or additional to the other types of activities are provided below:

### ii) Offline Activity: Unknown Dates & Locations

Only recognised national programmes and/or structured courses, etc. may be applied for under this category. Standardised delivery by certified trainers of an approved programme, adhering to identical formats/durations, etc., are eligible for consideration.

If selecting this option then the following screen will appear and you will be required to enter the period from which the activity will be available for CPD purposes – Refer to **‘Commencement Date’** below. In order to allow sufficient time for processing, applications must be submitted a minimum 4 weeks prior to the commencement period. A period of one year approval will commence from the date specified.

A maximum one year period of approval will apply to the activity, following which it will be necessary to re-apply.

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**104825: test** Molly Tester, Test Practice

[Application Details](#) | [GP Relevance](#) | [Supplementary Details](#) | [Documentation](#) | **Scheduling** | [Finalise Application](#) | [Submit for Approval](#)

**Approval Period**

Your activity can be approved for CPD purposes for up to 12 months. Please choose the date on which this approval period should begin.

Commencement date

**Declaration**

Any sponsorship arrangements and speaker/sponsor relationship comply with the guidelines/policy of the ICGP and the Irish Pharmaceutical Healthcare Association.

The content of this activity is autonomous, unbiased, and scientifically valid/objective. (Please refer to the role of the medical/lead organiser. Please note that a medical organiser is required for clinical events/activity.)

Display tables/materials/products, etc. related to commercial organisations/sponsor(s) will not be placed in the education area and/or web page directly associated with e-learning and e-learning modules.

Materials for the activity, including programme, invite, advertisement/flyer, slides, abstracts, hand-outs, etc. do not contain any advertising, trade or corporate messages including any product/service references, brand names, images, insignia, etc.

### iii) Online Activity: Live Broadcast Meetings/Webinars

If selecting this option the activity must allow participants to interact via a Q&A forum.

You must enter the 'URL' (see below) for the activity and it will be necessary to specify <http://www....> or <https://www...> depending on the system.

Online activity which provides participants with viewing ability only and no potential for interaction comes under the 'Personal CPD' category, which does not require recognition and does not qualify for 'External CPD'.

The screenshot shows the ICGP website interface. At the top, the ICGP logo and name 'Irish College of General Practitioners' are visible, along with navigation links like 'ABOUT ICGP', 'FIND A GP', 'CONTACT US', and 'MY ICGP'. A search bar is present. Below the navigation, the user is logged in as 'Molly Tester, Test Practice'. The current step in the application process is 'Scheduling', highlighted with a green arrow. The 'Occurrences of Activity' section contains a table with the following data:

Title	Start Date	End Date	URL
test	2015-06-24	2015-06-24	

The 'URL' column header is circled in red. Below the table is a 'Declaration' section with several checkboxes and their corresponding text:

- Any sponsorship arrangements and speaker/sponsor relationship comply with the guidelines/policy of the ICGP and the Irish Pharmaceutical Healthcare Association.
- The content of this activity is autonomous, unbiased, and scientifically valid/objective. (Please refer to the role of the medical/lead organiser. Please note that a medical organiser is required for clinical events/activity.)
- Display tables/materials/products, etc. related to commercial organisations/sponsor(s) will not be placed in the education area and/or web page directly associated with e-learning and e-learning modules.
- Materials for the activity, including programme, invite, advertisement/flyer, slides, abstracts, hand-outs, etc. do not contain any advertising, trade or corporate messages including any product/service references, brand names, images, insignia, etc.

A 'Next »' button is located at the bottom of the declaration section. The footer of the page includes 'web design by ionic', 'Useful Links', 'Site Map', 'Privacy Policy', 'Terms and Conditions', 'About ICGP', and social media icons for Facebook and Twitter.

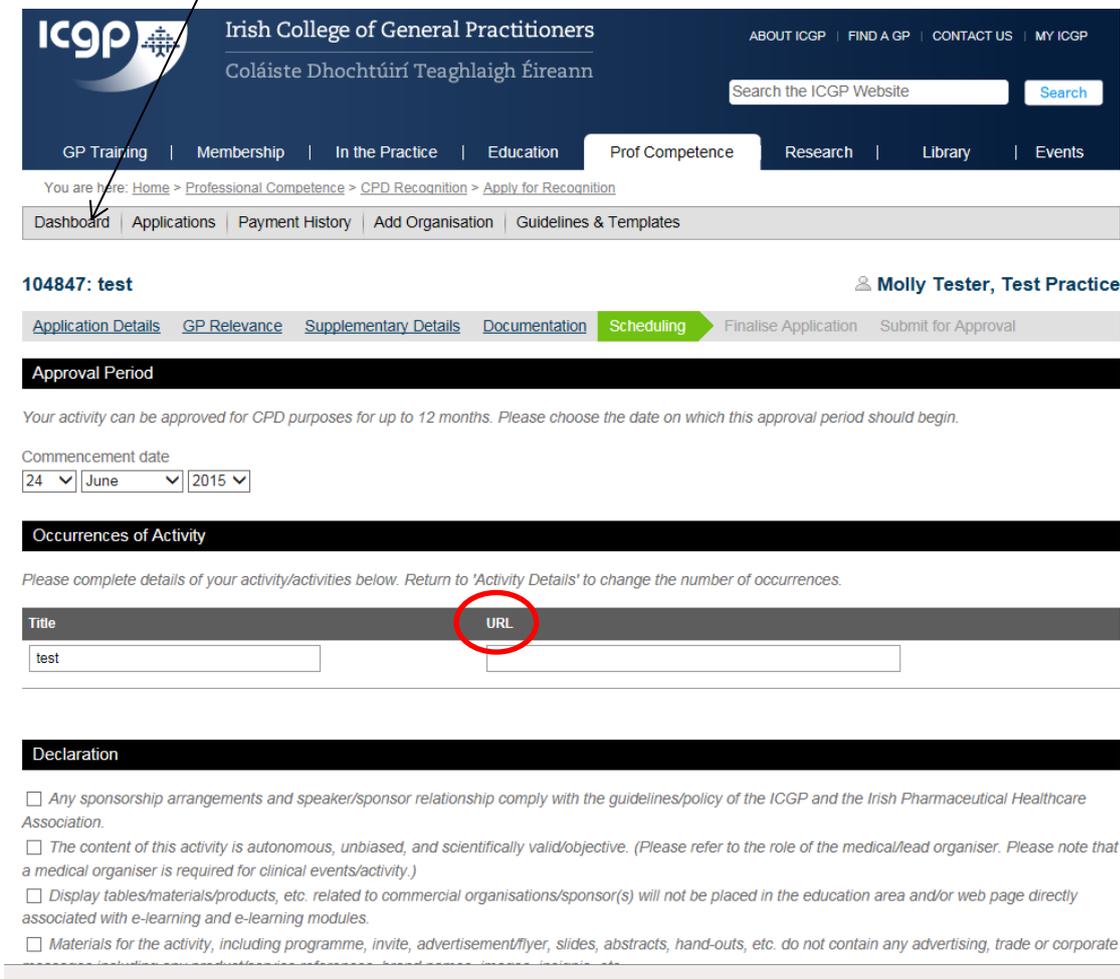
#### iv) Online Activity: On Demand

This option refers to online educational modules with assessment and requires satisfactory completion of the assessment (80% pass rate) in order to qualify for External CPD credits.

If selecting this option then you must enter the 'URL' (see below) for the activity and it will be necessary to specify <http://www....> or <https://www...> depending on the system.

It will also be necessary to indicate the period from which the activity will be available for CPD purposes under 'Approval Period'. In order to allow sufficient time for processing, applications must be submitted a minimum 4 weeks prior to the commencement date. A period of one year approval will commence from the date specified.

A maximum one year period of approval will apply to the activity, following which it will be necessary to re-apply.



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**104847: test** Molly Tester, Test Practice

[Application Details](#) | [GP Relevance](#) | [Supplementary Details](#) | [Documentation](#) | **Scheduling** | [Finalise Application](#) | [Submit for Approval](#)

**Approval Period**

Your activity can be approved for CPD purposes for up to 12 months. Please choose the date on which this approval period should begin.

Commencement date

**Occurrences of Activity**

Please complete details of your activity/activities below. Return to 'Activity Details' to change the number of occurrences.

Title	URL
<input type="text" value="test"/>	<input type="text"/>

**Declaration**

Any sponsorship arrangements and speaker/sponsor relationship comply with the guidelines/policy of the ICGP and the Irish Pharmaceutical Healthcare Association.

The content of this activity is autonomous, unbiased, and scientifically valid/objective. (Please refer to the role of the medical/lead organiser. Please note that a medical organiser is required for clinical events/activity.)

Display tables/materials/products, etc. related to commercial organisations/sponsor(s) will not be placed in the education area and/or web page directly associated with e-learning and e-learning modules.

Materials for the activity, including programme, invite, advertisement/flyer, slides, abstracts, hand-outs, etc. do not contain any advertising, trade or corporate

## v) CME Small Group Meeting (GP Led Activity Only)

**This category specifically applies to the ICGP CME Small Group Network only.**

If selecting this option you must be a CME Tutor or Group Leader organising CME Small Group meetings under the CME Small Group Network.

It will be necessary to specify dates and venues for each CME Small Group Meeting for the year. The number of instances that will feature (see below) will correlate with the number of occasions of the activity indicated at the start of the form. If you need to adjust this number to allow for extra/less instances then simply return to the **'Application Details'** section of the form (Page 1) and re-edit the **'Number of occasions of the activity'**.

Automatic allocations for External CPD and GMS Study Leave, as pre-determined, will be populated in the system following submission of details.

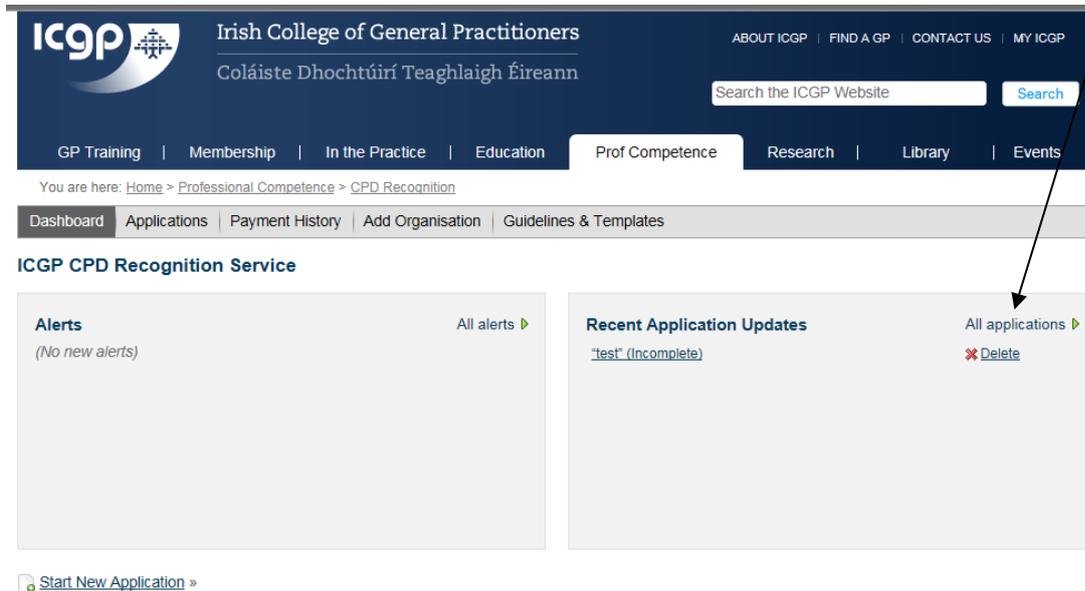
The screenshot shows the ICGP website interface for an application. The header includes the ICGP logo and navigation links. The main content area is titled '104892: test' and shows the 'Scheduling' step of the application process. A table titled 'Occurrences of Activity' is highlighted with a red border and contains the following data:

Title	Start Date	End Date	Venue	County
test	2015-06-24	2015-06-24		Not applicable

Below the table is a 'Declaration' section with a checkbox and a 'Next »' button.

## 4. Deleting an Incomplete Application

You may delete an application which has **not** been submitted to the ICGP, by clicking on the '**Delete**' link (see below) opposite the application on the **Dashboard**.



The screenshot shows the ICGP CPD Recognition Service Dashboard. At the top, there is a dark blue header with the ICGP logo and the text 'Irish College of General Practitioners' and 'Coláiste Dhochtúirí Teaghlaigh Éireann'. Navigation links include 'ABOUT ICGP', 'FIND A GP', 'CONTACT US', and 'MY ICGP'. A search bar is present with the text 'Search the ICGP Website' and a 'Search' button. Below the header, there is a navigation menu with links for 'GP Training', 'Membership', 'In the Practice', 'Education', 'Prof Competence', 'Research', 'Library', and 'Events'. The 'Prof Competence' link is active. Below the navigation menu, there is a breadcrumb trail: 'You are here: Home > Professional Competence > CPD Recognition'. The main content area is titled 'ICGP CPD Recognition Service' and contains two panels. The left panel is 'Alerts' with the text '(No new alerts)' and a link 'All alerts >'. The right panel is 'Recent Application Updates' with the text 'All applications >' and a list of applications. One application is listed as '"test" (Incomplete)' with a red 'X' icon and a 'Delete' link. An arrow points from the text in the paragraph above to the 'Delete' link. At the bottom of the dashboard, there is a link 'Start New Application >'.

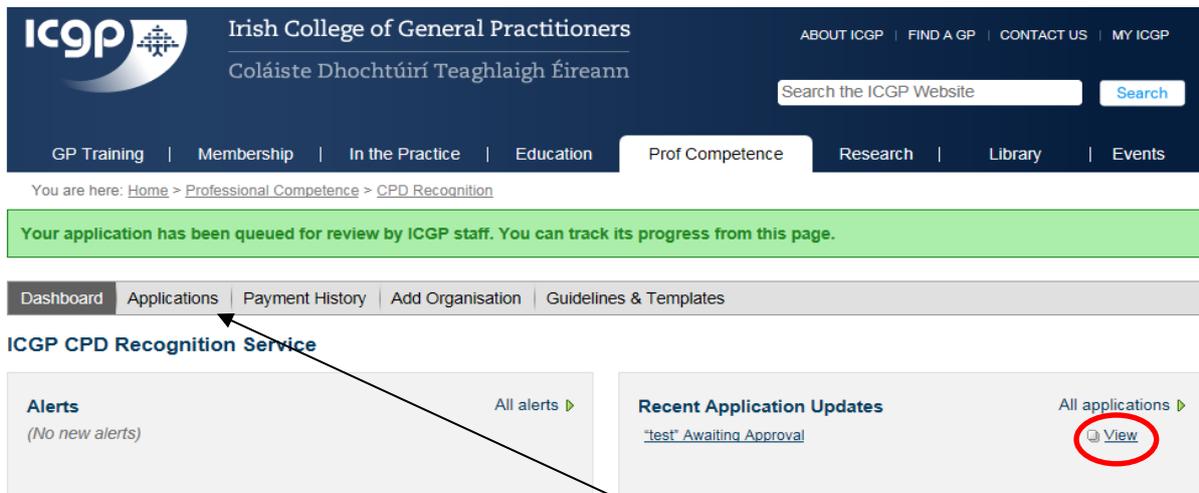
If you have already submitted an application and wish to withdraw it in the event of a cancellation, etc. it will be necessary to forward an email request to the ICGP quoting the ARN for the application.

## 5. Viewing Applications following Submission to the ICGP

Once an application is submitted to the ICGP you will receive an automated email confirming receipt. Applications are usually reviewed within 2-4 weeks following receipt – Refer to Page 27 for further details.

You are no longer able to edit the application unless you are requested to provide additional details by the ICGP – Refer to Page 25.

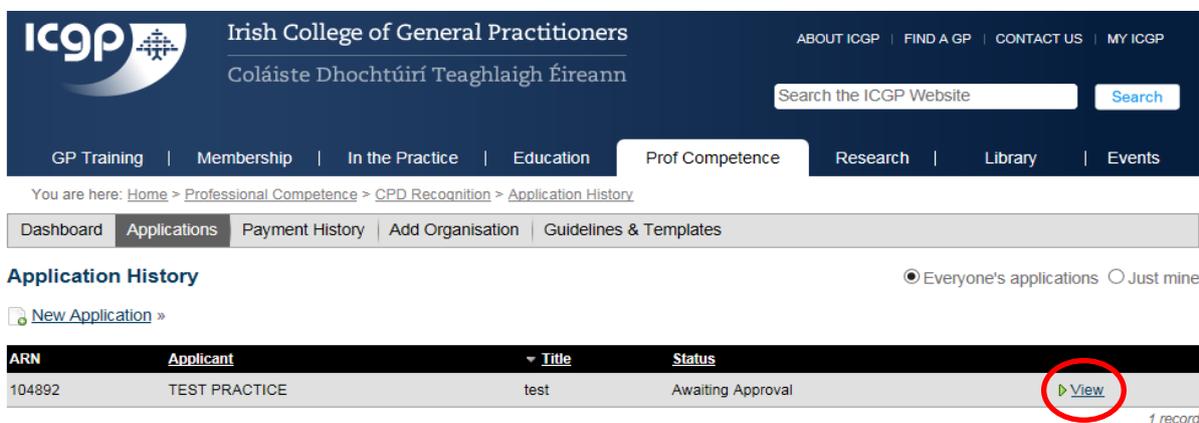
You can view the details of the application by clicking on the **'View'** link (see below) opposite the application on the **Dashboard**.



The screenshot shows the ICGP website dashboard. At the top, there is a navigation bar with the ICGP logo and the text 'Irish College of General Practitioners' and 'Coláiste Dhochtúirí Teaghlaigh Éireann'. Below this is a search bar and a navigation menu with options like 'GP Training', 'Membership', 'In the Practice', 'Education', 'Prof Competence', 'Research', 'Library', and 'Events'. A breadcrumb trail indicates the user is on 'Home > Professional Competence > CPD Recognition'. A green notification bar states: 'Your application has been queued for review by ICGP staff. You can track its progress from this page.' Below this is a dashboard with tabs for 'Dashboard', 'Applications', 'Payment History', 'Add Organisation', and 'Guidelines & Templates'. The 'Applications' tab is selected. Under 'ICGP CPD Recognition Service', there are two sections: 'Alerts' (No new alerts) and 'Recent Application Updates'. The 'Recent Application Updates' section shows a table with one entry: 'test' Awaiting Approval. A 'View' link is circled in red in the 'All applications' column.

Another way of viewing your applications is by clicking on the **'Applications'** tab and you will be brought to the screen below.

This screen will list all applications you have submitted to the ICGP. In order to view an application you must click on the **'View'** link opposite the application (see below).

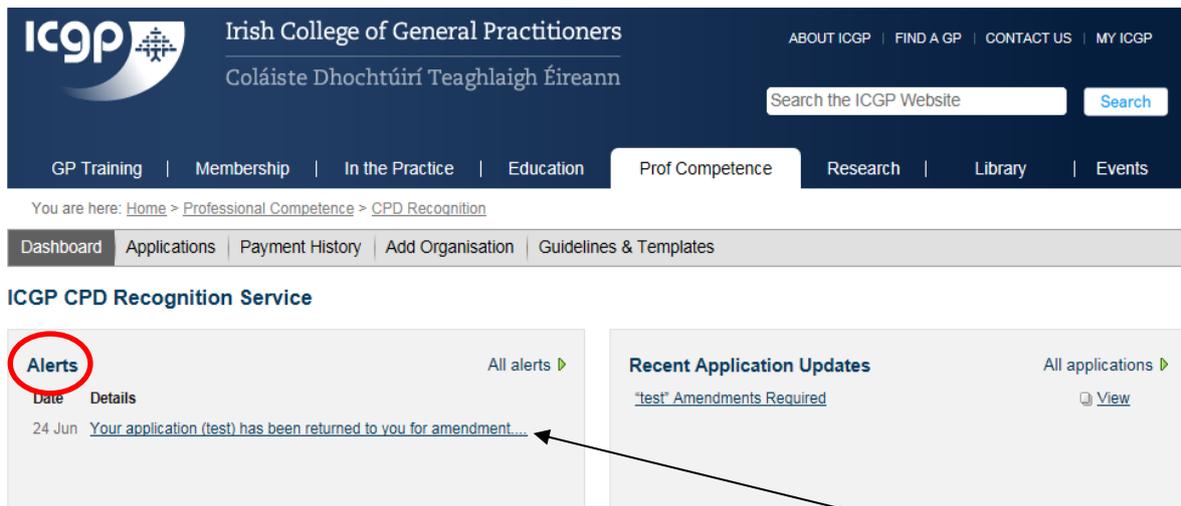


The screenshot shows the 'Application History' page on the ICGP website. The navigation bar is the same as in the previous screenshot. The breadcrumb trail is 'Home > Professional Competence > CPD Recognition > Application History'. The 'Applications' tab is selected in the dashboard. Below the dashboard, there are radio buttons for 'Everyone's applications' (selected) and 'Just mine'. A 'New Application' link is also present. A table lists the application history with columns for 'ARN', 'Applicant', 'Title', and 'Status'. The table contains one row: ARN 104892, Applicant TEST PRACTICE, Title test, Status Awaiting Approval. A 'View' link is circled in red in the rightmost column of the table. The text '1 record' is visible at the bottom right of the table.

ARN	Applicant	Title	Status	
104892	TEST PRACTICE	test	Awaiting Approval	<a href="#">View</a>

## 6. Application Sent Back for Re-Submission

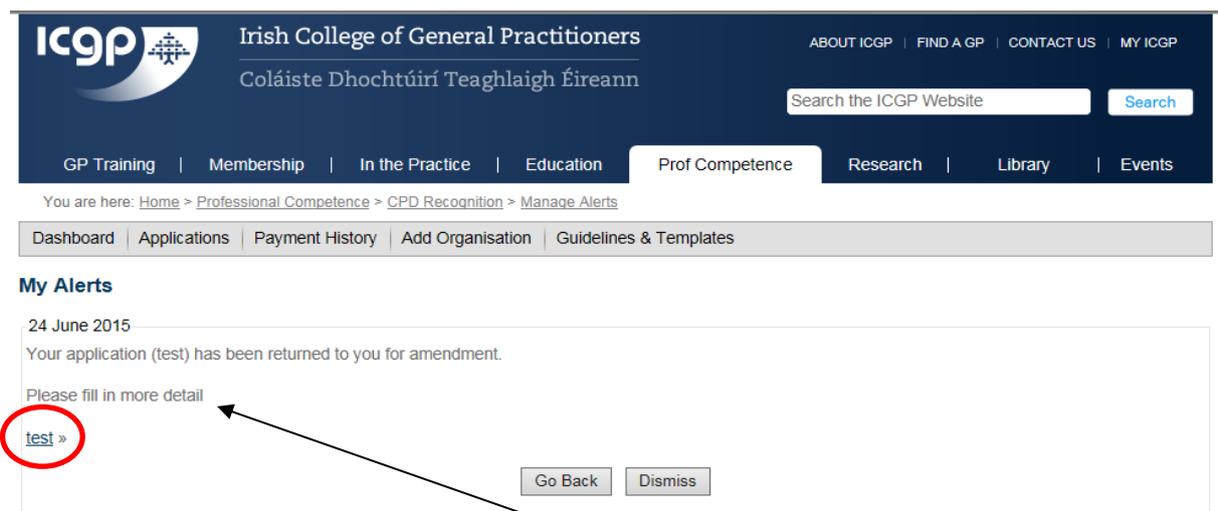
An application may be sent back to you if further details are required. When this happens you will receive an email from the ICGP advising you to log into your CPD **Dashboard** to view the amendments required.



The screenshot shows the ICGP website header with the logo and navigation links. The breadcrumb trail is: Home > Professional Competence > CPD Recognition. The dashboard includes sections for Alerts and Recent Application Updates. The Alerts section contains a table with one entry: 24 Jun, Your application (test) has been returned to you for amendment... The Recent Application Updates section shows a link for 'test' Amendments Required.

On your dashboard above you will see in the 'Alerts' section a message saying 'Your application (application name) has been returned to you for amendment...'. An arrow points from the text to the alert message in the screenshot above.

Click on the application link and you will be brought to the screen below.



The screenshot shows the 'My Alerts' page. The breadcrumb trail is: Home > Professional Competence > CPD Recognition > Manage Alerts. The alert message states: 24 June 2015, Your application (test) has been returned to you for amendment. Please fill in more detail. A link labeled 'test »' is circled in red. There are 'Go Back' and 'Dismiss' buttons at the bottom.

There will be a message explaining in detail what needs to be amended. Then click on the name of the application, in this case it is 'test' (see above). An arrow points from the text to the 'test »' link in the screenshot above.

This will bring you back into the view of the application and in order to make changes click on the 'Edit' link (see below).

The screenshot shows the ICGP website interface. At the top, there is a navigation bar with the ICGP logo and the text 'Irish College of General Practitioners' and 'Coláiste Dhochtúirí Teaghlaigh Éireann'. Below this is a search bar and a menu with options like 'GP Training', 'Membership', 'In the Practice', 'Education', 'Prof Competence', 'Research', 'Library', and 'Events'. The main content area displays a table of applications. The table has columns for 'ARN', 'Applicant', 'Organisation', 'Last Edited', and 'Application Type'. The first row shows an application with ARN 104892, Applicant Molly Tester (ID: 00227331), Organisation Test Practice, and Last Edited 24 June 2015. The 'Application Type' is 'GP Led Activity (CME Small Group Meeting)'. An 'Edit' link is visible at the end of this row, highlighted with a red circle. Below the table, there is a detailed view of the application form, including sections for 'Application Form', 'Activities', 'Details of Application', 'Medical or Lead Organiser', and 'Educational Aims & Objectives'. The 'Medical or Lead Organiser' section shows the name 'Molly Tester' and the organisation 'Test Practice'. The 'Educational Aims & Objectives' section shows 'Knowledge: sgs' and 'Skills: g'. On the right side of the form, there is a log of updates, including '24 Jun 2015 14:40: Amendments Required' and '24-Jun-15 14:35: Awaiting Approval'.

You will be brought back into the full application where you can edit details as necessary. You will need to go right through to the end of the application and click on the 'Submit' button again in order to re-submit the application and send back to the ICGP for further consideration and approval.

## 7. Approval

Once the ICGP has approved the activity an automated email will issue confirming CPD recognition. External CPD and GMS study leave allocations are then available to view under the **'Activities'** section (see below) of the application.

The screenshot shows the ICGP website interface. The user is logged in as Carol White. The page title is 'View Application' for application 1111. The 'Activities' tab is highlighted in red. The 'Summary of Approved Activities' section shows a GP Event on 16 May 2015. The 'Log' section shows the application was approved on 14 Apr 2015 15:46 by Carol White and submitted on 14-Apr-15 15:35.

You must prepare certificates of attendance in accordance with these allocations and distribute to participants, who have signed the attendance register, at the conclusion of the event.

A template certificate and attendance register are available to download under the **'Guidelines & Templates'** tab.

The screenshot shows the ICGP website interface. The user is logged in as Carol White. The page title is 'View Application' for application 1111. A green banner indicates that the application has been queued for review by ICGP staff. The 'Guidelines & Templates' tab is highlighted. The 'Recent Application Updates' section shows the application is currently 'Awaiting Approval'.