



**CRITERIA AND GUIDELINES
FOR SERVICE PROVIDERS**

FEBRUARY 2010

GLOSSARY

Accreditor: A group or institution appointed by a Professional Board to review and approve applications for the provision of CPD activities (within its profession's ambit) by organizations and individuals without accredited service provider status; to monitor these activities; and to revise continuing education units (CEUs) allocated where the provider failed to comply with the rules and regulations of the CPD guidelines. Professional Boards may delegate their responsibility for accrediting service providers to Accreditors with the mutual agreement of the Accreditor. The criteria and processes to be followed as well as the procedures for record keeping are contained in the **Criteria and Guidelines for Accreditors** document.

Accredited Service Providers are the profession specific higher education institutions and departments, professional associations or formally constituted professional interest groups who meet the specified criteria and have been accredited by the Board/ or its designated Accreditor to present learning activities for Continuing Professional Development.

Attendance register is the record of attendees at the learning activity reflecting the names, the HPCSA registration numbers of those present and their signatures on completion of the activity. This register must be held by the presenting organisation or institution for three years following the activity; the original register may be audited in a compliance check.

Continuing Education Units (CEUs) indicate the value attached to a learning activity for Continuing Professional Development.

Continuing Professional Development

In terms of Section 26 of the Health Professions Act, 1974 (Act No. 56 of 1974) the HPCSA may from time to time make rules which prescribe –

- (a) conditions relating to continuing education and training to be undergone by persons registered in terms of this Act in order to retain such registration;
- (b) the nature and extent of continuing education and training to be undergone by persons registered in terms of this Act; and
- (c) the criteria for recognition by the HPCSA of continuing education and training courses and education institutions offering such courses.

CPD Section of the CPD, Registrations and Records Department at the HPCSA administers and monitors the CPD process.

Criteria and Guidelines for Service Providers details the criteria for and requirements of Service Providers; the nature of the learning activities and the CEUs at each level of the hierarchy; the process to be followed to publicise, present and record the activities.

Ethics, Human Rights and Medical Law is an understanding of the bioethical principles that determine how health professionals perform research and interact with patients/clients and society and is also described in Chapter I and II of the Constitution. Health care is a constantly advancing field and with these advances conflicts often arise within the arenas of politics, law, religion, philosophy and economics. An understanding of bioethics helps us to recognise, admit and sometimes resolve these conflicts.

HPCSA CPD Committee (accountable to Council) comprises representatives from each Professional Board. Together with the Professional Boards, the Committee develops policy proposals for Continuing Professional Development.

Learning activity/ies are the CPD activities for which Continuing Education Units are earned. There are three levels of activities: those with non-measurable outcomes; those with measurable outcomes (including education, training, research and publications); and those associated with formally structured learning programmes.

Learning Portfolio (Level 3 Activity) is the record of a health care professional's learning and self development over time, reflecting the individual's growth and improved practice.

National Accreditors Forum is the body which has representatives from among the Accreditors, and which meets at least twice a year to deliberate on policy and issues of common concern. Feedback is provided to the HPCSA CPD Committee.

Practice Audit involves a health care professional undertaking a systematic review of aspects of patient care and comparing these against explicit criteria.

Recognition of CEUs refers to the fact that if a CPD activity has been accredited by an Accreditor for a specific Professional Board, all health care professionals may attend that activity **if it is relevant to their specific scope of practice**. Health care professionals will therefore not need to apply for that activity to be re-accredited by their own Professional Board in order to claim the CEUs accrued for attending that activity.

Service Providers are individuals/institutions/organisations/societies who are required to submit each of their learning activities to an accreditor for review and accreditation prior to presenting the CPD activity.

PREAMBLE

Ethical practice of the health professions requires consistent and ongoing commitment from all concerned to lifelong learning to update and develop the knowledge, skills and ethical attitudes that underpin competent practice. This perspective protects the public interest and promotes the health of all members of the South African society.

Guided by the principle of **beneficence**, health care professionals aspire to standards of excellence in health care provision and delivery. The Health Professions Act, 1974 (Act No. 56 of 1974) (as amended) endorses Continuing Professional Development (CPD) as the means for maintaining and updating professional competence, to ensure that the public interest will always be promoted and protected, as well as ensuring the best possible service to the community. CPD learning activities should address the emerging health needs and be relevant to the health priorities of the country.

In this spirit of dedication to best practice and a desire to act and serve wisely and well, Guidelines for Service Providers of continuing professional development education activities were developed. CPD providers are encouraged to offer learning activities in line with adult education principles and greater learner involvement, with the goal of not only acquiring new or updating knowledge, but also of improving competence and ultimately the performance of the health care professional with an end benefit to the patient/client. The purpose of this document is to set out and describe the qualification criteria, roles, responsibilities and the application process for Service Providers.

Service Providers

There are two broad categories of service providers viz. (1) Accredited Service Providers and (2) Service Providers. Both groups of Service providers offer CPD learning activities to health care professionals. While there are different criteria and application processes for each, there are similar roles and responsibilities.

| Accredited Service Providers are: any one of the following | Service Providers are: any one of the following |
|---|---|
| <ul style="list-style-type: none"> • Tertiary training institutions • Professional associations • Formally constituted professional interest groups that have a professional identity and are aligned with a training institution, a professional association or an international institution. | <ul style="list-style-type: none"> • Organisations and associations as under accredited service provides, but who choose not to apply for accredited provider status • Individuals • Organizations/Institutions/Societies such as: <ul style="list-style-type: none"> ○ public and private hospitals; ○ private non-profit groups; ○ commercial enterprises or companies that support health care professionals through products or services; schools; ○ non-government organisations |

Some of the essential differences between the two categories relate to:

1. Accreditation of CPD learning activities

| Accredited Service Providers | Service Providers |
|---|---|
| Accredited by the Board or its designated Accreditor to present an annual programme of CPD learning activities. | Required to submit each learning activity to an accreditor (appointed by the relevant Professional Board) for review and accreditation prior to presenting the CPD activity |

2. Accreditation period

| Accredited Service Providers | Service Providers |
|--|---|
| Accredited Service Provider status is valid for one year | Each activity is valid for the period indicated by the Accreditor |

3. Level of CPD activity offered

| Accredited Service Providers | Service Providers: |
|---|--|
| May offer CPD activities at any one of the three levels as described in the HPCSA CPD Document. | May offer CPD activities at Levels 1 and/or 2 as described in the HPCSA CPD Document |

Roles and responsibilities

Before the CPD learning activity:

- ❖ Prior to offering an activity, an Accredited Service Provider/ Service Provider shall compile the following information/documents for each CPD activity that will be presented
 - Name and number of the accredited Service Provider that will present the activity;
 - The topic of the activity;
 - The level of the activity;
 - The number of CEUs that have been allocated for the activity;
 - The dates (commencement and completion) of the activity;
 - The protocol for attendees to formally evaluate the learning from the CPD event and the potential influence on their performance. Evaluation should focus beyond the aesthetics, comfort, convenience or ambience of the venue, with more emphasis on improving quality of care and patient outcomes.
 - A template of the attendance certificate to be issued to attendees on completion of the activity
 - An attendance record that reflects the names and HPCSA registration numbers of all of the attendees (from commencement to completion of the activity);
 - Where relevant, the programme of the activity/application for mentoring and supervision (for quality control purposes by a Professional Board).
- ❖ Accredited Service Providers and Service Providers are required to publicise the proposed activity together with its CEUs.

At the time of the CPD activity:

The activity should take place as advertised.

- Attendees shall be provided with the opportunity to formally evaluate the learning from the CPD event and the potential influence on their performance. Please see above regarding requirement/nature of evaluation.

- ❖ The Accredited Service Provider/Service Provider shall issue an attendance certificate to all health care professionals who attended the CPD activity /or on completion of a series of events. If these are not available on the day/on completion of the event the certificate/s should be sent to attendees **within one month**.
- ❖ The attendance certificate shall contain the following information:
 - The accreditation and activity number (a board specific identification) (eg. MDB001/12/09/2008);
 - The topic of the activity (ethics, human rights and medical law must be specified separately);
 - The level of the activity;
 - The number of CEUs for that activity;
 - The attendance/completion date; and
 - The name and HPCSA registration number of the attendee.
- ❖ The Accredited Service Provider/Service Provider shall keep a record that reflects attendance at the entire event / completion of activity and should retain these **for a period of three years after the activity** as these may be required in a compliance audit.

After the CPD learning activity:

- ❖ The Accredited Service Provider/Service Provider shall develop and maintain a record keeping system such that all the CPD records will be held for a period of three years after the activity has been presented/ completed.
- ❖ Accredited Service Providers shall submit, on a monthly basis, a list of approved CPD activities to the CPD Department at the HPCSA.
- ❖ Accredited Service Providers shall submit annually, to the Professional Board or its designated Accreditor, the following information with regard to the CPD activities presented in the previous year.
 - A list of all activities presented/completed;
 - An indication of ethics activities presented;
 - An indication of the potential for the learning activity to enhance professional performance.

Extension of accredited provider status will not be considered in the absence of this report.

The Application Process

Accredited Service Providers and Service Providers must complete an application form, and submit the required documentation and fees when requesting accreditation. The application process is described and compared where necessary to facilitate clarity:

| Accredited Service Providers | Service Providers |
|--|---|
| Application form | |
| Submit an application on Form CPD 2 (A list of Accreditors are available on the website) | Submit an application on Form CPD 2A (A list of Accreditors are available on the website) |
| Application form requirements | |
| <ul style="list-style-type: none"> • The name of the Department/s, Discipline/s, Unit/s, Division/s or Branch/es within the organisation that will offer CPD; • The name and professional qualification/s of the Manager or Chairperson of that Department, Discipline, Unit, Division, or Branch; • The contact telephone number or e-mail address of this person <p>Note: Individuals who wish to offer CPD activities and are not part of an institution or organization do not need to submit this information</p> | |
| Documentation that must accompany application | |
| All CPD providers must provide supporting evidence off/for | |
| 1. Administrative support | |
| <ul style="list-style-type: none"> • Dedicated, contactable administrative support and name and contact details of this person; • A CPD co-ordinator, contactable by telephone, fax, email. | |
| 2. Presentation facilities | |
| <ul style="list-style-type: none"> • Facilities for presentation of CPD <ul style="list-style-type: none"> ○ lecture, seminar, breakaway rooms; ○ computers, internet access, e-mail; ○ data and overhead projectors; ○ copier | |
| 3. CPD learning programme | |
| Note: not required of individuals who offer once off activities | |
| <ul style="list-style-type: none"> • A broad outline of the programme for the forthcoming year • The names and qualifications of the presenters of CPD activities and the topics, are to be submitted on finalisation/completion of the programme | |

| 4. Professional capacity to offer CPD learning activities | |
|--|---|
| Accredited Service Providers | Service Providers |
| <ul style="list-style-type: none"> • Training institutions (including those in the health and education public sector) must provide evidence of: Department/s, Discipline/s or Unit/s capacity to deliver CPD through full-time or part-time members of staff | <ul style="list-style-type: none"> • Organizations must provide evidence of: Access to health care professionals who have proven knowledge and skills to provide activities in the relevant area of CPD A reference from a training institution/professional association in support of the application (this should reflect the relevance of the activities that will be provided, an indication of the code of conduct that guides and informs the organisation's business practices, the professional and ethical reputation of the organisation and its principles) |
| <ul style="list-style-type: none"> • Professional Associations must provide evidence of: National, branch/es or committee/s that has/have the capacity to deliver CPD through members who have proven knowledge and skills in the relevant field and are in good standing in the association; | <p>Individuals must provide:</p> <ul style="list-style-type: none"> • A certified copy of their HPCSA registration certificate (or other relevant statutory council eg. Nursing, Social Work, Pharmacy); • A certified copy of their qualifications; • An indication that they are currently in practice related to the health services (clinical, teaching, research or management) and have been active in these contexts for at least three consecutive years; • An indication of attendance at a minimum of three national or local professional activities or events of direct relevance to the field of interest during the previous two years |
| <ul style="list-style-type: none"> • Formally constituted Professional Interest Group must provide evidence of: Affiliation with a professionally recognised institute, organisation and/or association; Branch/es or committee/s that has/have the capacity to deliver CPD through members who have proven knowledge and skills in the relevant field and are in good standing in the group. | |
| 5. Attendance documents | |
| <ul style="list-style-type: none"> • Template for the certificates of attendance that will be provided on completion of the activity (Form CPD 3) • A copy of the attendance register that will be used to record attendance; | |

| | |
|--|---|
| <ul style="list-style-type: none"> Mechanism/Facility for the maintenance of paper or electronic attendance records. | |
| 6. Fees that will be charged for the CPD activity | |
| <ul style="list-style-type: none"> The scale of fees that will be levied for CPD activities in Levels 1 and 2 | |
| Fees that must accompany the application | |
| The application fee for Accredited Service Provider status – (A list of these fees is available on the website) | The application fee for accreditation of an activity - (A list of these fees is available on the website) |
| Application submitted to: | |
| Relevant Professional Board or its designated Accreditor (A list of accreditors is available on the website under the relevant professional board) | An Accreditor designated by the relevant Professional Board - (A list of accreditors is available on the website under the relevant professional board) |
| Frequency of Application | |
| Annual submission for re-accreditation | Each new activity is submitted |
| Outcome of the Accreditation Process | |
| Accredited Service Providers will be allocated a Service Provider specific identification number linked to the relevant profession. | The Service Provider will be allocated a Board specific activity number, which should appear on the documentation for the particular activity. |

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| 7. Evaluation of CPD activity | |
| <ul style="list-style-type: none"> An indication of the method for the formal evaluation of all CPD activities, in which attendees are given the opportunity to formally evaluate the learning from the CPD activity. Evaluation should focus beyond the aesthetics, comfort, convenience or ambience of the venue with more emphasis on improving quality of care and patient outcomes. | |

GUIDELINES FOR ACCREDITED SERVICE PROVIDERS FOR THE ALLOCATION OF CEUs

The following guidelines are for Accredited Service Providers who will gather and review the required documentary evidence and allocate CEUs for the CPD learning activities that they will offer. **Note:** Service providers must apply to a profession specific Board designated Accreditor who will review the proposed activity and allocate CEUs.

There are three levels of activities, those with non-measurable outcomes, those with measurable outcomes that do not necessarily constitute a full year of earned CEUs and those associated with formally structured learning programmes.

Level 1

These are activities that do not have a clearly measurable outcome and are presented as a once off non-continuous basis. CEUs are allocated according to time, 1 CEU per hour to a maximum of 8 CEUs per day.

Presenters/co-presenters can only claim once for CEUs if the same learning activity is presented more than once.

These activities include:

- (a) Breakfast meetings or presentations;
- (b) Formally arranged hospital or inter-departmental meetings or updates;
- (c) Case study discussions;
- (d) Formally organised special purpose teaching/learning ward rounds (not including routine service ward rounds);
- (e) Formally organised special purpose lectures that are not part of a business meeting;
- (f) Mentoring/supervision and activities that are specific to certain professions;
- (g) Conferences, symposia, refresher courses, short courses without a measurable outcome, international conferences (must be approved by a South African Accreditor if not accredited/ recognised for CEU equivalent in the country where it was held).
- (h) Interest groups meeting less than six times per year.

Presenters of such activities can be allocated double CEUs, eg. if attendee receives one CEU, presenters can get two CEUs excluding presenters at large group activities who would be allocated CEUs from level 2.

Level 2

This level includes activities that have an outcome but do not constitute a full year of earned CEUs. It includes education, training, research and publications. (Teaching and examination of undergraduate and postgraduate students will not be accredited if these activities fall within a registered health care professional's job description).

It also included CEUs for Ethics, Human Rights and Medical Law.

Accredited Service providers should note the following when accrediting CEUs for Ethics, Human Rights and Medical Law:

The allocation of specific CEU's to ethics, human rights and medical law is an acknowledgement of how important these issues are to our practice. Practitioners are further encouraged to obtain these units with the allocation of double units as compared to CPD in other fields.

It is important however that CPD activities on these topics focus on issues of patient care. Ethics talks, for instance, can cover a wide range of topics but accreditation is generally awarded to talks concerning the principles of autonomy, beneficence, non-maleficence, justice and human dignity. Medical law activities should focus on the responsibilities of professionals and the rights of patients. For further guidance the HPCSA offers a range of guidelines on these topics and they are available on the website at [-www.hpcsa.co.za](http://www.hpcsa.co.za)

| | CPD Activity | CEUs |
|---|---|---|
| a | Principal author of a peer reviewed publication or chapter in a book | 15 |
| b | Co-author/editor of a peer reviewed publication or chapter in a book | 5 |
| c | Review of an article/chapter in a book/journal | 3 |
| d | Principal presenter/author of a paper/poster at a congress/symposium/refresher course. | 10 |
| e | Co-presenters/co-authors of a paper/poster at a congress/symposium/course/refresher course | 5 |
| f | Presenters of accredited short courses | 10 |
| g | Co-presenters of accredited short courses | 5 |
| h | Interactive skills workshop with an evaluation of the outcome | 5 |
| i | All learning material (which could include DVD, CD, internet or email activities) with MCQs for evaluation with a pass rate of 70%. | 3 per questionnaire |
| j | Guest/occasional lecturer at an accredited institution | 3 per lecture |
| k | Health personnel who supervise undergraduates/interns/postgraduates in clinical/technical training in collaboration with an accredited training institution on a regular basis during the academic year (if not in the job description) | 2 per student (max 16 CEUs per calendar year) |
| l | External examiner of Masters and Doctoral thesis | 5 per thesis |
| m | Workshops, lectures, seminars on ethics (not including general presentations with a so-called component of ethics) | 2 per hour |
| n | Single modules of Masters degrees with part-time enrolment for study for non-degree purposes | 5 on completion of module |
| o | Professional Interest Groups (this could include Journal Clubs if compliant with the criteria) that are formally constituted and present a regularly recurring programme that extends for one year with a minimum of 6 meetings per year. These activities should be ongoing or have a measurable outcome that is assessed according to criteria determined by the group, which may be interdisciplinary. | 3 per meeting |

Level 3

This level comprises structured learning, i.e. a formal programme that is planned and offered by an accredited training institution, is evaluated by an accredited assessor and has a measurable outcome.

Successful completion of an activity at this level will earn 30 CEUs.

Activities include:

- (a) Postgraduate degrees and diplomas that are recognised as additional qualifications by the relevant Professional Board. At the end of each year of study (not exceeding the normal duration of the degree), 30 CEUs may be claimed upon submitting an academic report on progress. An additional 30 CEUs may be claimed on successful completion of the qualification;

- (b) Short courses with a minimum of 25 hours with additional clinical hands-on training, plus a formal assessment of the outcome.

Other Activities

- (c) Learning portfolios;
(d) Practice audit.

Guidelines for the latter two activities are available on the HPCSA website. Health care professionals will need to submit documentation/portfolios to an Accreditor to obtain the 30 CEUs for these activities.

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| ACTIVITIES THAT DO NOT QUALIFY FOR CEUs |
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The following activities do not qualify for CEUs:

- time spent in planning, organising or facilitating any activity;
- published congress proceedings;
- non-referenced letters to the Editor of accredited journals;
- daily ward rounds;
- written assignments;
- compilation of student training manuals for internal use;
- staff and/or administrative meetings;
- tours and/or viewing of exhibits and technological demonstrations;
- membership of professional bodies, Professional Boards or associations;
- holding a portfolio on the professional body's executive or council structure; and
- presentations and publications to the public.

Meetings arranged by pharmaceutical companies and manufacturers or importers of products and technical devices (including assistive device technology) or their representatives purely for the purpose of **marketing and/or promoting their products** are not eligible for accreditation. Activities for the purpose of training in the use of company products or technological devices may be presented by arrangement with an Accreditor or Accredited Service Provider.

QUALITY CONTROL BY ACCREDITORS/ PROFESSIONAL BOARD / HPCSA CPD COMMITTEE

- ❖ A Professional Board or its designated Accreditor will be responsible for monitoring the quality of the CPD learning activities offered to health care professionals by the Accredited Service Providers /Service Providers.
- ❖ Accredited Service Providers may be audited at any time by the accreditor, Board member or a member of the HPCSA CPD Committee.
- ❖ The accreditation status of an Accredited Service Provider may be reviewed and/or revoked in light of the outcome of an audit or upon any critical incident being brought to the attention of the HPCSA CPD Committee, an Accreditor or the relevant Board.
- ❖ Quality measures will include review of
 - the list of all activities provided for the year;
 - compliance with the guidelines in the allocation of CEUs for the learning activities;
 - maintenance of all necessary documentation;
 - compliance with annual reporting requirements;
 - all learning activities specifically relating to ethics;
 - relevance of activities provided to the field of practice;
 - any problems experienced/ reported.



**APPLICATION BY TRAINING INSTITUTIONS/PROFESSIONAL
ASSOCIATIONS/PROFESSIONAL INTEREST GROUPS FOR
ACCREDITED SERVICE PROVIDER STATUS**

Complete and submit online or in hard copy to the Professional Board or the delegated Accreditor registered with the relevant Professional Board

| | |
|---|--|
| Name of providing organisation and/or of Provider | |
| Name of responsible person | |
| Name of CPD co-ordinator or administrative person | |
| Postal Address | |
| Contact Telephone (including area code) | |
| Contact Fax No (including area code) | |
| E-mail address | |

The following information must be submitted in support of your application

| | | |
|---|------------|---|
| A broad outline of the programme for the forthcoming year | | |
| State the facilities available for the presentation of CPD activities (lecture rooms, etc). | | |
| State the method for recording attendance. | | |
| State the fees to be levied for CPD activities in Level 1 or 2 | | |
| Attach a copy of the proposed attendance register. | | |
| Attach a copy of the attendance certificate that will be provided on completion of the activity | | |
| State the method to be used for obtaining feedback or evaluation of the event. | | |
| Specify the intended mechanism for monitoring attendance (per hour or per session) for the duration of the activity | | |
| State your or your institution/organisation's involvement or experience in health care education. | | |
| State your proposed target audience, e.g. , optometrists | | |
| Has an application already been submitted to another Accreditor requesting approval? | YES | If YES, to whom and what was the outcome? |
| | NO | |

In order to be awarded accredited service provider status, you agree to:

- exercise integrity and ethical behaviour in the allocation of CEUs for learning activities;
- record the name, professional registration number and the CEUs awarded to every participant at each CPD activity;
- validate participant attendance for the **entire** event;
- provide participants with attendance certificate /evidence of completion;
- submit an annual report on activities presented;
- safeguard the records for at least three years,
- be subjected to quality assurance checks as may be deemed necessary by the HPCSA from time to time.

SIGNED

DATE



APPLICATION FOR APPROVAL OF CONTINUING PROFESSIONAL DEVELOPMENT (CPD) ACTIVITIES

Please complete and submit this application to a Profession-specific Accreditor

NOTE: The Programme for the Activity and the Presenter's CV must be submitted with this application

| | | | |
|--|--------------------|----------------|----------------|
| Name of Providing Organisation and/or Name Of Provider/Name of Individual (Including Registration Number) | | | |
| Postal Address of Providing Organisation and/or Provider and/or Individual | | | |
| Target Audience | | | |
| Contact Person (Organisation/Provider/Individual) | | | |
| Telephone Number (Including Area Code) (Organisation/Provider/Individual) | | | |
| Fax Number (Including Area Code) (Organisation/Provider/Individual) | | | |
| e-Mail Address (Organisation/Provider/Individual) | | | |
| Activity Title | | | |
| Date(s) of Activity/Programme | | | |
| Venue (Full Address) of Activity (If Applicable) | | | |
| | Postal code | | |
| Level of Proposed CPD Activity | | | |
| Registration Fee involved for participants | | | |
| Duration of the learning activity (hours) | | | |
| Suggested CEU's (General) | Level 1 | Level 2 | Level 3 |
| | | | |
| Suggested CEU's in Medical Ethics, Human Rights and Legal Issues pertaining to health sciences | Level 1 | Level 2 | Level 3 |
| | | | |
| Suggested number of CEU's (Indicate Maximum CEUs in each Level) | Level 1 | Level 2 | Level 3 |
| | | | |
| Specify intended method of evaluation (e.g. Questionnaire) | | | |

| | |
|---|----------------------------------|
| <p>Specify the intended mechanism for monitoring attendance (per hour or per session) for the duration of the activity</p> | |
| <p>Have you applied to another accreditor to have this activity approved. If yes, to whom and what was the outcome</p> | <p>Name of Accrerator:</p> |

Organisations/Providers:

With the submission of this application, I herewith undertake to monitor the attendance for the duration of the activity, evaluate the presentations as specified and to inform the accreditors accordingly. I recognize the authority of the Board/Accreditors to cancel the accreditation in the event of non-compliance with the criteria.

Signature: ORGANISATION/PROVIDER/INDIVIDUAL

Designation:

Date:

FOR THE OFFICIAL USE OF THE ACCREDITOR

This is to certify that(name of Accrerator) -

has agreed to the proposed CPD points as follows:

| Level 1 | Level 2 | Level 3 | Ethics/Human Rights/Legal Matters |
|---------|---------|---------|-----------------------------------|
| | | | |

Specify ethical/human rights/legal matters relating to health sciences

TOTAL:

Specify the reasons why the above-named Accrerator has not accredited the learning activity:

.....

SIGNATURE ON BEHALF OF DESIGNATED CPD ACCREDITOR

DATE:

NAME AND DESIGNATION:

CERTIFICATE OF CPD ATTENDANCE

ACCREDITATION NUMBER
(from Accreditor/ Board)

TOPIC OF THE ACTIVITY

LEVEL OF THE ACTIVITY

NAME AND REGISTRATION NUMBER OF PRACTITIONER

DATE OF ACTIVITY

NUMBER OF CEU'S IN LEVEL(S)

| Level 1 | Level 2 | Level 3 | Ethics, Human Rights and Medical Law |
|----------------|----------------|----------------|---|
| | | | |
| | | | |

PROVIDER SIGNATURE

DATE SIGNED

| | |
|--|--|
|  <p>HPCSA Health Professions Council of South Africa</p> <p>Form CPD 6</p> | <p>ANNUAL REPORT: ACCREDITED SERVICE PROVIDER</p> |
|--|--|

| ACCREDITED SERVICE PROVIDER | |
|--|--|
| Name of accredited service provider | |
| Name of CPD co-ordinator or administrative person | |
| Postal Address | |
| | |
| | |
| | |
| Contact Telephone | |
| Contact Fax No | |
| Cell No | |
| E-mail address | |

| PROBLEMS/CHALLENGES EXPERIENCED | |
|---------------------------------|--|
| | |

| OTHER COMMENTS | |
|----------------|--|
| | |

| DETAIL OF PERSON COMPLETING THE FORM | |
|--------------------------------------|--|
| Name and Surname | |
| Designation | |
| Date | |
| Signature | |