









	<p>Accredited Service Provider submits proof of payment of annual fees to the board manager before 31 January of the applicable year  <i>PLEASE NOTE: If the proof of payment is not received in time, the board can decide whether to maintain the ASP status</i></p>										
	<p><i>Comments (if applicable)</i></p>										
	<p>Board manager acknowledges receipt of the report and proof of payment and places item on the agenda of the first board meeting of that year</p>										
	<p><i>Comments (if applicable)</i></p>										
	<p>Board approves/rejects reports at the first board meeting of the year  <i>PLEASE NOTE: Quality assurance of activities can be conducted by the board in whatever manner deems fit, e.g. request for further information, attendance of activities approved by the Accreditor, etc.</i></p>										
	<p><i>Comments (if applicable)</i></p>										
	<p>Board manager communicates approval/rejection of report (and thus maintenance/rejection of ASP status) to the CPD unit as well as the Accredited Service Provider</p>										
	<p><i>Comments (if applicable)</i></p>										
	<p>Board manager communicates with the financial department for correct allocation of the annual fees to the board's budget</p>										
	<p><i>Comments (if applicable)</i></p>										