

## **ACCREDITORS**

				Term	of office	of the F	Professi	onal Bo	ard for		
		Ye	ar 1	Yea	ar 2	Yea	ır 3	Ye	ar 4	Yea	ır 5
		Comp	leted	Comp	leted	Comp	leted	Com	oleted	Comp	leted
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Re-application for Accreditor status	CPD unit sends reminder for re-application as an accreditor when new board is appointed (to be followed-up by board manager)										
	Comments (if applicable)										
	Accreditor submits form CPD2 and a motivation for the reapplication to the board manager <b>before</b> the first board meeting of the newly appointed professional board										
	Comments (if applicable)										
	Board manager acknowledges receipt of the application and places item on the agenda of the first board meeting of the newly appointed professional board										
	Comments (if applicable)										
	Board approves/rejects application at the first board meeting of the newly appointed professional board										

	Comments (if applicable)										
	Board manager communicates approval/rejection to the CPD unit										
	Comments (if applicable)		1								
	CPD unit assigns a board-specific accreditation number and communicates this number to the board manager										
	Comments (if applicable)										
	Board manager communicates status of application and board- specific accreditation number to Accreditor (if applicable)										
	Comments (if applicable)			•							
				Terr	n of offi	ce of th	e Profes	sional B	oard		
		Ye	ar 1	Ye	ar 2	Ye	ar 3	Ye	ar 4	Ye	ar 5
			pleted	-	oleted		pleted		pleted		oleted
Maintenance of Accreditor status	CPD unit sends reminder for annual reports to be submitted by the Accreditor by 31 January (to be followed-up by board manager)  Comments (if applicable)	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
	Accreditor submits annual report to the board manager before 31 January of the applicable year PLEASE NOTE: If the report is not received in time, the board can decide whether to maintain the accreditor's status  Comments (if applicable)										
	Board manager acknowledges receipt of the report and places item on the agenda of the first board meeting of that year										
	Comments (if applicable)										
	Board approves/rejects reports at the first board meeting of the year  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										

Ad	Accreditor, etc.					
Co	Comments (if applicable)					
th	Board manager communicates approval/rejection of report (and hus maintenance/rejection of Accreditor status) to the CPD unit us well as the Accreditor					
Ca	Comments (if applicable)					

## **ACCREDITED SERVICE PROVIDERS**

		Term of office of the Professional Board for										
		Year 1			ar 2	Year 3		Year 4			ar 5	
		Completed		· -	Completed		oleted	Completed			leted	
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	
Re-application for	CPD unit sends reminder for re-application as an accredited											
Accredited	service provider when new board is appointed (to be followed-											
Service Provider	up by board manager)											
(ASP) status	Comments (if applicable)											
	Accredited service provider submits form CPD2 and a motivation											
	for the re-application to the board manager <b>before</b> the first											
	board meeting of the newly appointed professional board											
	Comments (if applicable)											
	Accredited service provider submits proof of payment of annual ASP fees to the board manager											
	Comments (if applicable)											
	Board manager acknowledges receipt of the application and											
	proof of payment and places item on the agenda of the first											
	board meeting of the newly appointed professional board											

	Comments (if applicable)										
	Board approves/rejects application at the first board meeting of the newly appointed professional board										
	Comments (if applicable)										
	Board manager communicates approval/rejection to the CPD unit										
	Comments (if applicable)										
	Board manager communicates with the financial department for correct allocation of the annual fees to the board's budget										
	Comments (if applicable)										
	CPD unit assigns a board-specific accreditation number and communicates this number to the board manager										
	Comments (if applicable)										
	Board manager communicates status of application and board- specific accreditation number to Accredited Service Provider (if applicable)										
	Comments (if applicable)										
				Term	of office	of the	Professi	onal Bo	ard for		
		Yeo	ır 1	Ye	ar 2	Ye	ar 3	Year 4		Year 5	
		Comp	leted	-	leted	Com	pleted	-	oleted	Comp	leted
Maintenance of Accredited Service Provider	CPD unit sends reminder for annual reports to be submitted by the Accredited Service Provider by 31 January (to be followed-up by board manager)	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
(ASP) status	Comments (if applicable)						•		•		
	Accredited Service Provider submits annual report to the board manager before 31 January of the applicable year PLEASE NOTE: If the report is not received in time, the board can decide whether to maintain the ASP status										
	Comments (if applicable)										

Accredited Service Provider submits proof of payment of annual fees to the board manager before 31 January of the applicable year  PLEASE NOTE: If the proof of payment is not received in time, the board can decide whether to maintain the ASP status  Comments (if applicable)			
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  Comments (if applicable)			
Board approves/rejects reports at the first board meeting of the year  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.			
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			
Comments (if applicable)  Board manager communicates with the financial department for correct allocation of the annual fees to the board's budget			
Comments (if applicable)			