# ACCREDITORS

## CPD 8

### PROCESS: NEW APPLICATION AND RE-APPLICATION FOR ACCREDITOR STATUS

<table>
<thead>
<tr>
<th><strong>New applications:</strong> No deadline</th>
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<tr>
<td><strong>Re-application:</strong> When new Board is appointed (latest by 15 January)</td>
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**Accreditor**

Submits application to the Board manager. Application includes:
- Form CPD2
- Credentials/ motivation to support application.

**Board**

Board manager: Acknowledges receipt of re-application and placement on the agenda of the first possible Board / Education committee meeting (as relevant).

**Board**

Approves or rejects application.

**CPD Unit**

For re-applications only: Sends a reminder to accreditors to reapply when new Board is appointed.
Board manager: Communicates to the CPD section, the Board’s approval or rejection of accreditor’s application.

CPD Unit
*For approved applications:* Assigns Board specific accreditation number and communicates this number to the Board manager.

Board
Board manager: Communicates status of application and Board specific accreditation number to the accreditor.

**OGOING RESPONSIBILITY**

Accreditor
Reviews and accredits activities within professional scope.

Conducts quality assurance
- Quality of activities
- Coverage of Ethics/Human Rights and Medical Law
- Feedback on activities
- Review mechanism used to ensure quality
- For activities where there is an outcome, how many passed – if relevant
- Timely submission to CPD Section for inclusion of activities on website

New applicants must wait approval from Board prior to accrediting CPD activities.
*If an application is rejected, the Board should provide reasons and engage in a developmental process to support the applicant.*
• Maintain oversight of advertising accompanying activity

By latest 30 November annually

CPD Unit
Sends reminder to Accreditors to submit annual report by 31 January.

By latest 31 January annually

Accreditor
Annual report is submitted to Board manager
- List of activities accredited and CEUs allocated
- Distinction between Clinical and Ethics CEUs.

Board
Board conducts QA as above.