

INSTITUTE OF
HEALTH PROMOTION
AND EDUCATION

Application Form for CPD Approval

Completed applications for CPD approval should be submitted 2 months prior to the proposed event to ensure approval is granted in time.

Please write or word process relevant information in black ink in the shaded areas.

Course title

Date

Times

Venue

Speakers

Aims, Objectives and Learning outcomes

IHPE regulations state that “aims and objectives”, and “learning outcomes” should be clearly stated. Please outline these below.

Aims and objectives

Concise educational aims and objectives – the activity should have a clear purpose or goal

Learning outcomes

Clear anticipated outcomes – participants should know what to expect to gain as a result of taking part in the activity,

At the end of the presentation, you should:

- 1.
- 2.
- 3.

Quality Control

Delegates must have the opportunity to evaluate the course to enable future development. Assessment forms should be provided, both for the course and the speaker(s)

Educational formats used

Provide a short description of the course or programme which is an expansion of the course title, eg “A series of meetings held in the evenings involving lectures and workshops.”

A copy of the programme should be included with the application to allow assessment of the CPD hours and content

Details of Course Presenters and Sponsors

Information should be given about speakers, eg “ *Mr Brown from Aberdeen is an acknowledged authority*”

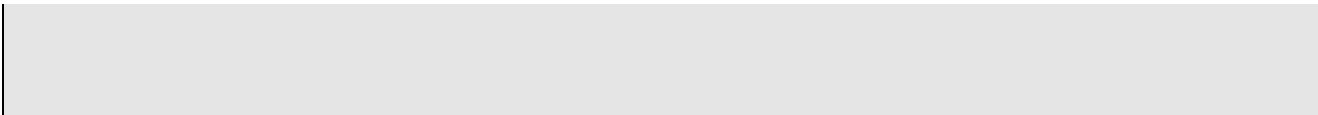
Please also state the involvement of any commercial organisations.

[Large greyed-out area for providing details of course presenters and sponsors]

[Large empty white area for providing details of course presenters and sponsors]

Name, Address & Daytime Phone Number of Course Organiser:

[Greyed-out area for providing name, address and daytime phone number of course organiser]



Checklist of required documents after completion of the course.

1. The signed attendance register
2. A statement that the course was evaluated successfully by participants
3. A statement that the course was evaluated successfully by the lecturers/educational providers

You may be required to provide documentary evidence of the above.

If, after evaluation, the educational outcomes were not met, then the course will not qualify as verifiable CPD.

For Office Use Only

Application number

No.of sessions

No.of hours

Date approved

Date notified

Signature

Templates will be provided after approval is granted, which may be copied and used to produce:

- Certificates of Attendance
- Assessment forms
- Attendance sheets

Charges for approval

- Morning, afternoon or evening course - £50
- All day Course - £100
- Each Consecutive day - £50
- Organised by event management company/commercial event provider- £150
- Each additional consecutive day - £75

Please send completed application as a hard copy with the appropriate payment to:

**Dawn Wills, IHPE Administrator
c/o 20 Mardley Avenue, Welwyn, Hertfordshire, AL6 0UD**