

Guidance on how to apply for Continuing Professional Development (CPD) event accreditation

The Royal College of Anaesthetists welcomes applications for CPD accreditation of events and there is no charge for NHS Trusts and hospital boards, registered charities, specialist societies and associations. The event reviews are completed by independent, specialist CPD Assessors, who are clinicians experienced in the subject area and the complete process typically takes up to three weeks from the receipt of the initial application.

Applications are made using the [online form](#) and the following sections provide guidance on how to complete this and general information about the event review process.

1. Advice on completing the online application form

Please note the following information when making an application:

- **Event URL** – all events which are accredited for CPD appear in the Lifelong Learning Platform and on the RCoA website and so you are encouraged to provide an event URL to increase visibility.
- **Keywords** – events are searchable by keywords in the Lifelong Learning Platform and so adding some unique words will further increase visibility.
- **Address** – this is the venue address where an in-person event is taking place and not the address of the event provider. If the event is being delivered online, please add (as an example) “Zoom meeting” in this box.
- **Commercial sponsor question** – event providers must supply details of any sponsorship of the event. At the event, all speakers should explicitly state whether or not they have any conflict of interest at the start of their presentation.
- **Contact details** – these are the contact(s) who can provide further information on the event and take bookings etc. Please only include a mobile telephone number if you are happy for this to be visible to users of the Lifelong Learning Platform and to be contacted by them in this way. A full stop can be entered into this field in the online application form in place of a telephone number.
- **Aims and learning outcomes** – the overall aim(s) and learning outcomes of the event should be clearly defined so as to manage the expectations of the delegates as well as provide guidance for the target audience. The learning outcomes should be measurable and should indicate what knowledge or skills the participants are expected to obtain as a result. These are particularly important because the attendees' reflection will be based on these.
- **CPD credits applied for** – CPD credits are awarded on the basis of contact or guided learning time, so excluding registration and refreshment breaks etc. A maximum of six CPD credits can be applied for per day. For multiple-day events, participants may only claim the number of CPD credits for the hours that they attend.
- **CPD Skills** – the College has developed a [Framework of CPD Skills](#) against which event content can be mapped. This is an optional resource although mapping in this way, and also against the *Good Medical Practice Domains* and the *Domains for Medical Educators*, will further increase the visibility of your event in the Lifelong Learning Platform.
- **Supporting documents** – whilst the application process requires event providers to submit three mandatory documents – the event programme, information on the speakers and a copy of the feedback form, you can specify which of these, if any, you would like to be visible in the Lifelong

Learning Platform. Many event providers may only wish for the programme to be visible in this way.

2. Target audience for CPD event applications

Consideration can only be given to events which are appropriate to the professional development needs of non-trainees. In addition, an application should only get made for events targeted at a regional, national or international audience. Events organised at the local level (targeted at doctors within a single trust or health board) would not go through the formal review process and instead should be self-accredited by participants on the basis of one CPD credit per hour, when accompanied by reflection.

3. Charge for commercial organisations

For commercial organisations providing events an application and evaluation fee is charged – please contact cpd@rcoa.ac.uk for details. Payment is required upon submission of the application for CPD accreditation and an invoice will be emailed by RCoA Finance to the first nominated contact. If there is more than one occurrence of an identical event in a 12 month period, i.e. the programme and the speakers remain the same, only one fee will apply.

Refunds: the fee covers the administration expenses associated with the application and evaluation process and it will not be refunded if the event is not accredited by the RCoA, nor will it be refunded should the event be cancelled after the application for CPD credits has been made.

4. Multiple versions of events

When multiple versions of an event are planned, if the same programme/faculty is being used then the same CPD award will apply for a 12-month period without the need for a new full application to be made every time. However in such a situation the event provider is required to email to cpd@rcoa.ac.uk a copy of the programme advert/flyer for each version so that this can be added into the Lifelong Learning Platform. A new application must be made after 12 months has elapsed even if the same programme/faculty are still being used.

5. Late submission of events

Applications for CPD accreditation should be submitted at least six weeks ahead of the event taking place. Consideration will not be given to applications received less than two weeks before the event date and for any applications for retrospective CPD accreditation.

6. Events held outside of the UK

For events being held outside of the UK, consideration will only be given if a UK-based organisation is hosting the event or has made a significant contribution to its development. In addition, and as previously, consideration for events being held outside of the UK can only be given if it can be demonstrated that the event will be catering for a specialist audience and has content of such a specialist nature that UK-based doctors would travel there specifically to attend.

7. Further information

For further information or guidance please contact cpd@rcoa.ac.uk.

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