

Application for External CPD Activity Approval

## CHECKLIST

**The FINALISED PROGRAMME explicitly states:**

title of the activity, e.g. "Paediatric Allergy Symposium"

date and venue information

individual start and finish times of each session

the teaching methods, e.g. workshop, plenary

speaker profile, i.e. name, organisation, job title, expertise where relevant

key aims / learning objectives

target audience.

**The EVALUATION FORM includes:**

title, date and venue information of the activity

organiser contact details

three mandatory questions (Were the printed learning aims/objectives of the CPD activity met? | Were the speakers/facilitators knowledgeable? | Was there any bias or conflict of interest evident in the course?).

**The APPLICATION FORM is:**

fully completed

saved in editable PDF format.

**Other:**

The application form, the finalised programme and the evaluation form contain identical information, e.g. title, date and venue info is the same across these documents.

Activity-dedicated webpage, if available, contains same information as the approval application documents.

All three documents must be sent to [cpd@rcpch.ac.uk](mailto:cpd@rcpch.ac.uk) six weeks before the activity.