CPD approval of live educational activities - application process

Education & Professional Development team
As part of our accreditation programme, RCPCH CPD approval is a recognised mark of quality for your live educational event.

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Table of contents

- Benefits of CPD approval
- How to apply for CPD approval
- Fees
- Applications from formula milk manufacturers
- Contact
- Downloads

Benefits of CPD approval

RCPCH CPD approval demonstrates that your programme meets essential quality criteria, including clear aims and objectives, faculty and presenter information, defined learning content and a suitable evaluation process.

RCPCH CPD approval benefits include:

- listing of the event on this website, which is accessed by thousands of paediatricians and other child health professionals - see CPD approved courses listing
- consistency of structure between courses
- improved delegate understanding of the value of an event for their professional development.

The RCPCH CPD approval process is in line with the Academy of Medical Royal Colleges standards and criteria for CPD activities framework guidance.

How to apply for CPD approval

All organisers are encouraged to read the revised guidelines for organisers document before submitting an application for CPD Approval as it sets out the approval process, fees involved, organiser's responsibilities, and other terms and conditions.

Applications from formula milk manufacturers or those acting on their behalf are no longer accepted. For further information, please refer to the statement below.

Please submit the following no later than six weeks before the activity via email to cpd@rcpch.ac.uk.

1. Application form

The application form available below must be completed in full. Please ensure that:

- names and addresses are stated in full
- if the event is sponsored, all associated organisations are listed.

Note: if the .pdf form does not open in your browser, right-click on it and select an option to save it to your computer. You must have an Adobe Reader to use this document. Alternatively, download the Word format of the application form.

2. Programme

The programme must include:

- title of the event or activity
- date and venue information
- the schedule for the event, including start and end timings for each session and registration/breaks/lunch etc
- the position or qualification and base location (hospital and area etc) for each of the speakers/facilitators/chairs for each session. This can be appended to the programme document if integrating the information into the programme itself affects the formatting
- the teaching methods, eg workshop, plenary
- the target audience for the event
- key aims and objectives

Download example programme below if required. Note that this is an example of required information and your programme does not need to follow this layout or format.

3. Evaluation form

Organisers must provide a copy of the evaluation form that will be distributed to participants or attendees after the event. Organisers must ensure that the following information and key evaluation question are included on the form:

- title of the event or activity
- date and venue information
- organiser contact details

- question relating to fulfilment of learning aims or objectives of the course
- was there any bias or conflict of interest evident in the course?
- question relating to speaker or facilitator knowledge and delivery.

Download sample evaluation or sample attendance register form below if required.

Please note that a copy of the attendance register is not required to be sent to the RCPCH for the purposes of the CPD Approval process.

Download checklist below to ensure accurate application is submitted.

Please ensure that the application form, the finalised programme and the evaluation form contain identical information, eg title, date and venue info is the same across these documents and that activity-dedicated webpages, if available, contain the same information as the approval application documents.

Fees

- Commercial organiser, sponsor or pharmaceutical company* - £375
- Non-commercial organisation with income stream* - £36
- Non-commercial organisation with no income stream - no charge

*Please see p6 of CPD Approval Guidelines for details.

The above fees are per approval for a single educational activity.

CPD approval late fees

We require all initial CPD Approval applications to be submitted at least six weeks prior to the event. As of 1 September 2017, we introduced a late-fee for any initial commercial applications received 21 calendar days or less before the scheduled date of the event and any initial non-commercial applications recieved 10 calendar days or less before the scheduled date of the event.

We would therefore strongly encourage you to ensure that applications are submitted in sufficient time to avoid incurring late fee charges.

Late fee charges will be applied as follows:

Type of organisation	Definition of late receipt of application	Late fee (in addition to CPD approval fee)	Total amount payable
Commercial/for-profit organisation; pharmaceutical company	Initial application received 21 calendar days or less before the scheduled event date	£375	£750

Type of organisation	Definition of late receipt of application	Late fee (in addition to CPD approval fee)	Total amount payable
Non-commercial organisation with income stream	Initial applications received 10 calendar days or less before the scheduled event date	£36	£72
Non-commercial organisation with no income stream	Initial applications received 10 calendar days or less before the scheduled event date	£36	£36

The above fees are per approval for a single educational activity. The fees are subject to change without notice.

Disclaimer for CPD approval

It is the responsibility of the individual course participant to make a professional judgement about the relevance, quality and appropriateness of RCPCH CPD approved courses for their own learning and CPD. RCPCH CPD approval does not imply an in-depth quality review of course content or speaker expertise. It does ensure course programmes include clear aims and objectives, faculty and presenter information, defined learning content and a suitable evaluation process.

Applications from formula milk manufacturers

On 13 February 2019, RCPCH declared that it would no longer accept any funding or direct payment from formula milk companies (FMCs). RCPCH respects the discretion of its partner organisations to exercise their independence to engage appropriately with formula milk companies and does not seek to influence their collaboration, but it will always recommend that its partner organisations reject any inappropriate marketing of formula milk products at their events or alongside their activities.

What does this means for RCPCH CPD approval or endorsement of courses, eLearning and other educational products?

We will no longer accept applications for CPD approval or endorsement from FMCs and their subsidiaries or organisations acting on their behalf, as this constitutes direct funding/payment. We will accept applications from non-commercial organisations or doctors for CPD approval or endorsement whose educational activities are (co-) sponsored by FMCs, on the understanding that the fee for the service is not paid for from the FMC sponsorship. As with our existing CPD approval and endorsement processes, we would expect organisers to reject any inappropriate marketing of formula milk products, or any other commercial products, at their events and not allow any promotional activities to be included in the educational programme or teaching areas.

For further information, see our statement and FAQs.

Contact

cpd@rcpch.ac.uk or 020 7092 6107.