



## STANDARD OPERATING PROCEDURE FOR CPD ACCREDITATION

### **ROLE AND RESPONSIBILITY OF THE CMSA EDUCATION OFFICE (ACCREDITOR)**

1	Check that the CPD 2A application form is completed & all supporting documentation required as per the checklist on the website has been received
2	Application is submitted to the CMSA CPD sub-committee for review
3	On approval of accreditation, the invoice is sent to the provider / applicant
4	On receipt of payment the service provider / applicant will receive the accreditation number and the approved CEU's

**THE ACCREDITOR:  
REVIEWS AND APPROVES APPLICATIONS FOR THE PROVISION OF CPD ACCREDITATION**

### **ROLE AND RESPONSIBILITY OF THE APPLICANT (SERVICE PROVIDER)**

1	Submit a completed CPD 2A application form together with the supporting documentation as per the checklist on the website in line with HPCSA guidelines including the proposed advert and CPD certificate for the activity
2	Application for accreditation of a CPD activity <b>must</b> be made <b><u>PRIOR TO ADVERTISING/ISSUING INVITATIONS</u></b> as the accreditation number and number of CEUs accredited must appear on the advert/invitation. Allow 10 working days for accreditation. <b><u>RETROSPECTIVE ACCREDITATION IS NO LONGER ALLOWED</u></b>
3	Service provider/applicant must present <b>certificates of attendance</b> to attendees <b>at the end of the activity</b> or send to attendees <b>within one month</b> .  <b><u>ATTENDANCE CERTIFICATES MUST CONTAIN THE FOLLOWING:</u></b> a) The <b><u>ACCREDITATION AND ACTIVITY NUMBER</u></b> (a board specific identification) (e.g. MDB001/12/09/2008) b) The <b><u>TOPIC</u></b> of the activity (ethics, human rights and health law must be specified separately) c) The <b><u>LEVEL</u></b> of the activity d) The <b><u>NUMBER OF CEUS</u></b> for that activity e) The <b><u>ATTENDANCE/COMPLETION DATE</u></b> f) The <b><u>NAME AND HPCSA REGISTRATION NUMBER</u></b> of the attendee
4	A <b><u>COPY OF THE SIGNED ATTENDANCE REGISTER</u></b> must be submitted to the accreditor and the original retained for a minimum of three years

**SERVICE PROVIDERS ARE:  
INDIVIDUALS / INSTITUTIONS / ORGANISATIONS THAT SUBMIT LEARNING ACTIVITIES TO AN ACCREDITOR FOR REVIEW AND ACCREDITATION PRIOR TO PRESENTING THE CPD ACTIVITY**