CPD Approval FAQs

The following summary guidance complements our full requirements as detailed in our CPD event approval guidelines and CPD distance learning (interactive e-learning) approval guidelines.

CPD website: http://cpd.rcplondon.ac.uk

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Getting onto the CPD event approval system

How do I get a user name and password to apply for CPD approval?
To make an application online, we need to set you up with an online account. Applications require a completed application form, including an hourly breakdown of the sessions, learning objectives and details about all of the facilitators or presenters (summary expertise).   To register for an online account please send an email to cpdapproval@rcplondon.ac.uk with the following information about you and your organisation:

Name: ……………………………………………………

Email: …………………………………………………….

Organisation Name: ……………………………………..

State whether you are a:

    Commercial Organisation or;

    Non-commercial/Non-profit Organisation

I have forgotten my password, how do I get a new one?

Please visit the [forgotten password page](). You will need your registered email address.

How to use the CPD event approval system

CPD Approval check list:

External event – To gain CPD approval your event must be classed as an External CPD activity. External credits are given for learning activities with others, outside the normal place of employment, such as attending conferences and study days. These activities may be regional, national or international.

Clinical and non-clinical credits - Clinical credits concern any educational activity in which the educational content directly relates to clinical topics/patient care. **Non-clinical credits** concern educational activities that are not directly related to clinical issues, e.g. on management, ethical and legal issues, appraisal training etc.

Target audience - The target audience of your event must fall within the remit of the Federation (a list of recognised medical specialties can be found on the [CPD website]()) and must be clearly identified in terms of professional role and specialty. The Federation CPD scheme is intended primarily for Consultants and Staff and Associate Specialist Grades.

Learning Objectives - The learning objectives must be stated within the application form. A learning objective is a statement that describes what learners will be able to do at the end of the session that they may not be able to do at the beginning. The learning objectives should be as detailed as possible and should state what it is that attendees will know, or be able to do, after attending that they may not have known, or been able to do, before. There should be a minimum of two learning objectives.

Clarify what sponsorship means - Any competing interest on the part of the provider or contributors must be declared. The programme will not be approved if there is bias towards use of any commercial product that does not represent current evidence-based professional practice. In the case of the pharmaceutical industry, guidelines are provided by the ABPI. In all cases, those attending an educational activity have a duty to ensure that the information is presented in a way that is free from bias.

Agenda - Content is based on up-to-date best practice as advised by experts or opinion leaders in the field, and is capable of delivering the programme's learning objectives.

Speaker biographies - The teaching methods used should be aligned with the stated learning objectives. Ideally the key principles of adult learning should be incorporated to enhance knowledge, attitudes and skills and to develop understanding of content and context. Evidence is provided that the presenters and/or facilitators have the expertise to deliver the learning objectives using the methods chosen.

Evaluation - Facilities must be provided to enable users to evaluate the programme to provide feedback from the attendee to the provider and to the CPD office; and to record the programme's potential influence on the user's performance, behaviour and clinical practice.

My event is being help overseas; can I still get it accredited?

Overseas events will be considered for CPD approval if the activity is aimed at UK Consultant Physicians, is relevant to the members and fellows of the Federation of the Royal Colleges of Physicians and meets the Federation's requirements for CPD approval.

I would like to apply for an event I have run in previous years. Do I have to create a whole new application?

To create a new event but with information from a previous application, you can simply use the copy function. Find the old event in the live and approved activities tab, and simply click on the copy button:

How can I check on the status of my application?

When you have submitted an event it will move from the 'In Production' tab at the top on your provider inbox to the 'Activities Submitted' tab. Once your event gets sent to a reviewer it will be in the 'Activities that are with Reviewer' tab, and once approved it will be in the 'Approved and Live Activities' tab. Please check all tabs to find the status of your event:

How long does the event approval process take?

The event approval process may take up to 6 weeks once you have submitted your application. However, our normal turnaround times are 1-2 weeks. Our reviewers are practising consultant physicians.

Payment and receipts

How do I generate an invoice from the online system?

To generate an invoice log on to your online provider account and find your event application (if your application is not in the Activities in Production tab please click).

To the right of your event title, you will find a 'Pay' button.

Once you have clicked on 'Pay', it will take you to a screen where you can select from a number of payment options. By selecting invoice and entering the appropriate information, an invoice will be generated and a PDF copy will be emailed to you.

You will also be able to enter your provider account any time in the future and be able to download a copy of your invoice, or create a new one.

What payment methods are available to me?
Your payment will processed faster using a debit/credit card through the online system. This means that your activity will be moved live as soon as approval has been confirmed. Other payment options are available including cheque or by bank transfer. These could take longer to process and you must state the CPD event code and organisation name as the payment reference.

How do I download a receipt of a recent transaction?
To download a receipt of a live and approved activity, please click on 'Payment History' where you will find a list of all your previous payments and a link to all your receipts.

If you would like a receipt of an event that has been paid for but has yet to be approved and moved live, please click on the relevant tab in the provider inbox for the event, and click the Payment Summary button.

My event has been cancelled, can I get a refund?
The fee is to cover the administration expense of the CPD approval process. Thus, if the event is not approved we will refund any amount over the one-day/event fee.

If the event is cancelled prior to the application being reviewed by the approver then we will provide a full refund. However, if the application has been reviewed and approved then we will not refund the fee paid.

Distance learning questions

How would you define distance learning?
Distance-learning can be defined as providing education to physicians engaged in learning at a time and place of their own choosing and at a distance from a presenter, facilitator or tutor.

The Federation will consider approving high quality distance-learning products delivered in the following ways, or a combination of these:
- Computer based via the Internet, CD-ROM and DVD
- Via mobile devices
- Through audio-visual media including video and DVD

This list is not exclusive. Communications media are constantly evolving and the Federation wishes to encourage innovative approaches to the provision of CPD distance-learning.

Our main stipulation in approving such events is the level of interactivity between the user and material to enhance and reinforce the learning process. Ideally this should involve the user in decision making or a test of knowledge during the course of the materials and not just through a series of questions at the end of the programme.

We are hosting a webinar; can I get approval for this through the RCP?

Our criteria that the delegates must be able to ask live questions and give live feedback to speakers, thus is does not count as an external event because there is no actual live interaction with other doctors. We do not want doctors simply typing questions in, we want them to have face to face time to say their questions and interact with the speaker.

How do I apply for distance learning?

To apply for distance learning you need to set up a provider account as you would a live event. Once you have access to the online system you will see underneath the area to start a new live event approval, the option to start a new distance learning application.

How long does the distance learning approval process take?

Because of the more involved nature of the distance learning approval process, typically an application will take up to 12 weeks to be assessed. However, the process is much more interactive than the live event approval system and on occasions you may be contacted directly by the approver directly.

General CPD questions

What is Continuing Professional Development (CPD)?

CPD is any learning outside of undergraduate education or postgraduate training that helps you maintain and improve your performance. It covers the development of your knowledge, skills, attitudes and behaviours across all areas of your professional practice. It includes both formal and informal learning activities and can be clinical (specialty related) or non-clinical (such as management, leadership or communication skills etc.).

What are the aims of CPD?

CPD activities should maintain and improve a doctor's:

        a) Quality of care given to patients and the public

        b) Standards of their teams and the services in which they work.

Why CPD is important for doctors?

CPD helps doctors to update what they have learnt at medical school and during postgraduate training to reflect changes in practice, changes in the needs of patients and the service, and changes in society's expectations of the way doctors work.

When does the CPD diary year start and end?

The CPD diary year runs from 1 April to 31 March. However, we allow a 3 month grace period for payments and doctor's to enter activities into their diaries.

What are a doctor's CPD requirements?

Doctors need a minimum of 50 CPD credits per year of which 25 must be external (category 1) credits.

If I apply for CPD credits will my event be advertised by the RCP?

We do not list or advertise individual external events on the Royal College of Physicians website. However, once your event has been accredited the details of your event will be accessible by the 20,000+ users of our CPD diary scheme.