

Checklist for reviewing Accreditation Applications	
1. Proof of payment of accreditation fee	
2. Completed HPCSA Form CPD 2A which includes: The facilities available for the activity; the scale of fees to be charged for the activity.	
3. A detailed programme of the event which includes the times for each section of the programme. Tea and Lunch times as well as registration time is excluded from the calculation of how many CEUs are awarded. One CEU per hour of contact time. Where possible and if appropriate, academic references on which the content is based must be included. References should be recent (rule of thumb – in the last 5 years but not more than 10 years) and relevant.	
4. The presenter/s' CV- this provides evidence of the suitability of the presenter to present on the content of the programme- e.g. attendance at relevant and recent conferences, extra qualifications, experience in the field.	
5. A sample of the attendance register that will be taken at the activity.	
6. A sample of the certificate that will be issued	
7. A sample of the Event feedback or evaluation form.	
8. A copy of the Advert for the event- must indicate the name of the Accreditor (SASLHA) and the number of CEUs accredited.	
9. In the case of applying for a programme lasting for 1 year include a proposed schedule of all journal articles to be discussed. All articles should not be older than 5 years. Full journal references should be provided for the year. Three sample articles of this full list of references should be submitted electronically. Brief CVs of presenters required.	
10. For learning material with an evaluation, please include a copy of the MCQs Minimum number of MCQs per article: <ul style="list-style-type: none"> • 15 MCQs [3 CEUs] • 10 MCQs [2 CEUs] • 5 MCQs [1 CEU] MCQ questions must adhere to the following: <ul style="list-style-type: none"> • Clear and concise, must reflect understanding • A minimum of 3 options must be provided • Only 20% may be true/false or yes/no options • May not contain commercial or product related questions Pass rate (70%) - maximum of two re-tries allowed	
11. Conferences accredited for maximum of 8 CEUs per day.	
12. Indicate Yes(Y) or No (N) if this is the first time you are seeking accreditation for the information you are presenting.	

13. Reaccreditation of the same material requires an update of references if appropriate. Presenter may only claim one point per hour. <i>Consideration will be given to how many times a reaccreditation has been applied and its relevance.</i>	
14. Included learning outcomes for the information you are presenting.	
15. Ethics points require clear evidence that the presenter is equipped to present on the subject. Since July 2017 only one Ethics point per hour awarded.	
16. Completed the form below- page 2	

Service Provider:

Title of Activity:

Date of Review:

Reviewed by:

FOR THE OFFICIAL USE OF THE ACCREDITOR

This is to certify that(name of Accreditor) -

has agreed to the proposed CPD CEUs as follows:

Level 1	Ethics/Human Rights/Legal Matters

Specify ethical/human rights/health law relating to health sciences

TOTAL:

Specify the reasons why the learning activity has not been accredited:

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SIGNATURE ON BEHALF OF DESIGNATED CPD ACCREDITOR

DATE:

NAME AND DESIGNATION:	Chair/Member: Accreditation Committee
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