

CPD Approval Guidelines for Live Event Providers

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1. CPD Live Event Approval

Introduction

The Federation of the Royal College of Physicians, based in the UK and with international reach, is a collaboration between Royal College of Physicians of Edinburgh, Royal College of Physicians and Surgeons of Glasgow and Royal College of Physicians of London.

Collectively, the colleges represent more than 50,000 physicians worldwide. For physicians in the UK and globally, the colleges provide an invaluable professional network, opportunities to share best practice and ongoing educational opportunities.

The Federation develops and delivers services to support doctors at every stage of their careers, including:

- continuing professional development (CPD)
- examinations (Membership of the Royal Colleges of Physicians of the UK – MRCP(UK))
- training (Joint Royal Colleges of Physicians Training Board – JRCPTB).

As part of its CPD Scheme, the Federation offers **external** event approval for live events and webinars at regional, national and international level for over 35 specialties:

Acute Medicine · Allergy · Audiological Medicine · Cardiology · Clinical Genetics · Clinical Neurophysiology · Clinical Pharmacology & Therapeutics · Clinical Toxicology · Dermatology Endocrinology & Diabetes Mellitus · Gastroenterology · General Medicine · Genito-Urinary Medicine · Geriatric Medicine · Haematology · Immunology · Infectious Diseases · Intensive Care Medicine · Medical Oncology · Medical Ophthalmology · Metabolic Medicine · Nephrology Neurology · Nuclear Medicine · Paediatric Cardiology · Palliative Medicine · Pharmaceutical Medicine · Rehabilitation Medicine · Renal Medicine · Respiratory Medicine · Rheumatology Stroke Medicine · Tropical Medicine · Virology

For accreditation of events targeted towards Physician Associates; please refer to the [guidance](#) by the Faculty of Physician Associates.

Approval criteria

The Federation approves only high quality CPD which can be clinical or non-clinical (examples of the latter include teaching, appraisal and leadership skills). When applying for CPD Approval, providers must ensure that all legal, medico-legal and ethical considerations have been met. These include copyright, patient consent for materials used and data protection.

1. **Any support, sponsorship, funding or involvement by a commercial organisation must be declared in the application.** Any competing interest on the part of the provider or contributors must also be declared.
2. **Any support, sponsorship, funding or involvement by commercial organisations must not influence the structure or content of the programme.** The programme will not be approved if there is apparent bias towards use of any commercial product that does not represent current evidence-based professional practice. If sponsorship or other support is provided this should comply with relevant guidelines (for example from the ABPI).
3. **The target audience must fall within the remit of the Federation.**
4. **The learning objectives must be stated and be appropriate for the target audience.**

5. **The teaching methods used should be capable of delivering the stated learning objectives.** Key principles of adult learning should be incorporated to enhance knowledge, attitudes and skills and to develop understanding of content and context.
6. **There should be evidence that the presenters and/or facilitators have the expertise to deliver the learning objectives using the methods chosen.** For example, short relevant biographical details should be provided.

2. Application Process

Before applying:

- If you would like to apply for approval online, please contact the CPD Team at CPDApproval@rcp.ac.uk for a username and password.
- Provide your full name, e-mail, organisation name and specify whether your organisation is commercial or non-commercial/non-profit.
- Make sure your event is submitted at least two months in advance of the meeting date. Retrospective applications may only be accepted a maximum of 6 weeks after an event's live date; refer to our policy [here](#).

Filling out the application:

Please ensure you submit a complete application by including the following information in the noted steps.

- **Number of CPD credits** (Step 1): 1 hour of learning = 1 credit.
Please note that the maximum number of credits is 8 per day. Registration, refreshment breaks, and time spent in the commercial exhibition or meeting commercial representatives cannot be included. Business meetings within an event would not usually be counted.
- **Date and Venue Details** (Step 2): List the first day of each event; if you are running the same event more than once you can list the first date for each event if the speakers or speaker faculty and content are the same.
- **Audience Locale** (Step 3): Events may be regional, national or international, but 'Local' will not be accepted. Please note that currently 'International' events must usually have a significant number of UK consultants expected to attend although there are plans to extend international event approval.
- **Learning Objectives** (Step 3): A learning objective is a statement that describes what the learners will be able to do at the end of the session that they may not be able to do at the beginning. There must be at least two.
- **Target Audience** (Step 4): This should usually be physicians including consultants and SAS physicians, but trainees, GPs and other health professionals may also attend. Where the target audience is not physicians but another medical specialty, you may wish to refer to their respective Royal College or equivalent.
- **Sponsors** (Step 5): The main sponsors should be confirmed before submission.
- **Session Details** (Step 6): Completing this section is optional; we recommend that you use only Step 7 to save time. Please note that we no longer approve satellite symposia at CPD live events that are organised and funded by pharmaceutical or device companies.

- **File Uploads** (Step 7): Mandatory documents to upload include:
 1. [CPD declaration of interests form\(s\)](#) (if there is sponsorship)
 2. Short speaker biographies
 - a. For large **clinical events** with 10 or more speakers, we will accept a minimum data set of:
 - Speaker's name
 - Speaker's main employing organisation
 - Speaker's role in that organisation
 3. Programme with session times, and speakers' names and organisations

Making payment:

- Please ensure you make your payment in a timely manner as it may affect the time it takes to approve your event. We strongly recommend that you make payment by credit or debit card online. Cheques are no longer accepted.
- If paying by BACS, please find bank details on the generated invoice. You must include the CPD event code in the transfer reference (i.e. 'CPD123456').

After application submission:

- The CPD administrator will do an initial review to check for completeness.
- The application is forwarded to a clinician in an appropriate specialty. The Approver will review according to the criteria listed in section 1 above.
- The event provider will receive an automated confirmation of approval email once the event goes live in our system.

After obtaining approval:

All organisers/providers of approved events are required to:

- Keep an attendance record of their meetings. These records should be kept by organisers for a minimum of five years and made available to the Federation of the Royal Colleges of Physicians on request. It is not necessary to send these to the Federation unless they are requested. If requested, organisers should supply attendance records within one month of the initial request for these.
- Provide [attendance certificates](#) to all participants as evidence of their CPD activities. On certificates of attendance please state [Event_name] has been approved by the Federation of the Royal College of Physicians of the United Kingdom for [number of credits] category 1 (external) CPD credit(s).
- Provide [evaluation forms](#) to the delegates requesting them to record their rating of the relevance, quality and effectiveness of the event. It is not necessary to send these to the Federation unless you are requested to do so.

Appeals:

If an event is not approved by the Federation reviewer, the applicant may appeal. An appeal must be made in writing within 1 week. The application will then be reviewed by a CPD Director. This will be the Associate Medical Director for CPD or one of the College CPD Directors. They may consult an appropriate experienced consultant in the relevant specialty if necessary. A decision will be reached within 3 weeks of the appeal being received. The decision of the CPD Director will be final.

3. Fees

	1-day event	2-day event	3-day event
Commercial or For-profit organisations <i>* This includes commercial organisations applying for, or organising the event on behalf of, a non-commercial or charitable organisation.</i>	£355.00+VAT	£710.00+VAT	£1065.00+VAT
Non-Commercial with attendance fee and/or an educational grant/sponsorship	£50.00+VAT	£50.00+VAT	£50.00+VAT
Non-Commercial with no income stream	£35.00+VAT	£35.00+VAT	£35.00+VAT

Note regarding sponsorship:

All funds from a commercial source should be in the form of an unrestricted educational grant, that is, a grant that allows the provider(s) freedom to choose the topic, speakers and mode of presentation. The grant should be paid directly to the institution or organisation that is organising the CPD event or activity.

Discount for multiple events (same programme and speakers or faculty of speakers) applied for at the same time

If the same meeting (same programme and speakers or faculty of speakers) is run more than once or in several places, and the application is made for all the meetings at the same time, the amount paid for each number of events is as follows: 1 fee for 1 or 2 events, 2 fees for 3-4 events, 3 fees for 5-7 events, 4 fees for 8-10 events. If more than 10 identical events are submitted on one application, please contact the CPD office for confirmation of the fee.

Refunds

The fee is to cover the expense of providing the CPD approval process. If the event is postponed, we will approve the event on the new date without additional charge as long as there are no major changes to the programme. If the event is not postponed but is cancelled, we will not refund the fee paid, but where the fee exceeds £100 (plus VAT), we will consider offering the provider a credit that allows their next application to be processed for a reduced fee.

4. Conditions of Approval

The Federation may withhold or withdraw approval for CPD credits at any time for one or more of the following reasons:

- If the event does not include high quality content covering the subject matter.
- Failure to meet the approval criteria listed in section 1 and 2 above.
- If the provider's evaluation record for previous or on-going events is not satisfactory especially where the concerns raised have not been addressed.

- Significant changes to educational content and/or changes to the presentation format following approval.
- Failure to disclose to us any conflict of interest on the part of the organiser, provider or speakers.
- The delegate list of educational meetings being used as a resource for prior or subsequent promotional contact by the sponsoring (or any other) commercial organisation.
- A perception by attendees of bias on the part of the speakers at the event.
- Advertising presented during the educational part of the event.
- Advertising the event as being CPD approved before confirmation is received.
- Advertising CPD credits for promotional purposes (i.e. “Attend this meeting and obtain 14 credits”).
- Misrepresentation of the number of CPD credits approved.
- Misrepresentation of CPD approval on promotional or other material to imply endorsement or “Kite-marking” of the event by the Federation, over and above other events of similar educational value. A factual statement of the number of CPD points allocated is all that is permitted, and font size should be consistent with the rest of the promotional material.
- Misrepresentation of the name of the Federation or of its constituent Colleges. Use of the Federation or individual College logos by the provider as part of its own promotional material.

5. Live-streamed Events and Webinars

We consider live-streamed events and live webinars for Federation approval via the live event approval system. Please refer to this [supplementary document](#) for key points to consider before applying.

6. Sample Documents & Important Forms

1. [CPD declaration of interests form](#)
2. [Sample Certificate of Attendance](#)
3. [Sample Evaluation Form](#)
4. [CPD Approval Guidance - Webinars](#)
5. [Approval of Archived Versions of Live-streamed Events and Webinars](#)
6. [CPD Approval Guidance - Involvement of Pharma Companies and Device Manufacturers](#)

7. Glossary

International approval: International meetings considered for CPD approval will be (a) those with non-UK providers, but held within the UK, anticipating an audience from several countries, (b) those with non-UK providers held outside the UK, but where the meeting has been recommended as a core meeting for one or more recognised physician specialties, or (c) where the meeting is held outside the UK but where a significant number of UK physicians may be expected to attend because of the significance of the meeting.

CPD: Any learning outside of undergraduate education or postgraduate training that helps a medical professional maintain and improve their performance. It covers the development of knowledge, skills, attitudes and behaviours across all areas of professional practice. It includes both formal and informal learning activities.

External (Category 1) credits are given for learning activities outside the doctor's employing organisation, such as attending conferences and study days. These activities may be regional, national or international. External (Category 1) credits may also be given for engagement with approved distance learning materials.

Internal (Category 2) credits are given for activities within the doctor's employing organisation, provided solely for local clinicians. e.g. hospital Grand Rounds, journal clubs, clinico-pathological conferences, local evening medical meetings, etc.

Personal (Category 3) credits relate to individual study such as private reading, preparing lectures, research etc. Engagement with distance learning materials that have not been approved should be recorded as personal (category 3) 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.

8. Further Information

For further information on live event approval, live-streamed events, webinars, distance learning approval or the CPD scheme in general, please contact CPDApproval@rcp.ac.uk.

More contact details:

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Email: cpd@rcpe.ac.uk

Royal College of Physicians and Surgeons of Glasgow

232 St Vincent Street, Glasgow, G2 5RJ

Tel: 0141 241 6228

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11 St Andrews Place, London, NW1 4LE

Tel: 0203 075 1309 / 0203 075 1426

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