**Application for CPD approval 2023**

Application for CPD approval should be made to one medical college (or faculty) only. A CPD activity approved by FPM may be accepted as part of the CPD for a doctor from a different college or faculty.

**Your organisation**

|  |  |
| --- | --- |
| Providing Organisation: |  |
| Address: |  |
| Invoice to (if different to above): |  |
| Event Reference |  |
| Is this the first time your organisation has applied for CPD approval from FPM? | Yes |[ ]  No |[ ]
| Is your organisation a commercial provider? | Yes |[ ]  No |[ ]
| Is your organisation a charity, public body, not-for-profit or a company organising in-house training events? | Yes |[ ]  No |[ ]
| Fee(s) charged to delegate: | Yes |[ ]  No |[ ]

**About your event**

|  |  |
| --- | --- |
| Event title: |  |
| Start date: |  | End date\*: |  |
| No of hours of learning (excluding breaks etc): |  |
| Link to event webpage (if available): |  |
| Delivery method:  | Face to face  |[ ]  Online  |[ ]
| If face to face, where is the event being held? |  |
| Who is your target audience? |  |
| Your audience will be:  | Internal / in-house |[ ]  National |[ ]  International |[ ]
| Sponsors (if applicable): |  |
| Do you resell the course to any partner organisations other companies? (see below) |  |
| If yes, please list here and note that you remain responsible for ensuring that the terms of our CPD approval are met by any such partners. | Yes |[ ]  No |[ ]
|  |  |

\*If the same event is held on multiple occasions, where the content of the event remains the same, then one application will cover all events over a two-year period.

**About the content and teaching**

|  |  |
| --- | --- |
| What is the educational objective of the event? |  |
| What specific skills/knowledge will participants acquire during the event? |  |
|  |  |
| Subject area (select one): | Clinical Development (Clinical Trials) |[ ]  Medicines Regulation |[ ]
|  | Clinical Pharmacology |[x]  Role of Medical Departments |[ ]
|  | Discovery of New Medicines |[ ]  Stats and Data Management |[ ]
|  | Drug Safety  |[x]  Therapeutics |[ ]
|  | Healthcare Marketplace |[ ]  Medical Device |[ ]
|  | Diagnostics |[ ]  Other |[ ]
| Which teaching methods will be used? (please tick boxes as appropriate): | Lectures |[ ]  Demonstrations |[ ]
|  | Tutorials |[ ]  Practicals |[ ]
|  | Workshops |[ ]  Individual performance review |[ ]
|  | Discussion groups |[x]  MCQs / Quizzes |[ ]
|  | Other (please specify: |  |
| How will you evaluate the event’s success (e.g. evaluation forms) |  |
| Has a copy of/link to the programme been attached? | Yes |[ ]  No |[ ]

**Organisers of CPD-approved events are required:**

* to keep a record of the names of the people who attended, this record should be kept for a minimum of 3 years
* to provide attendance certificates to participants who require them.

### CPD Approval Fees

### Commercial Providers

For commercial providers who market events externally, fees depend on the duration/learning hours per approval:

Up to 1 day/10 hours, £250 | Up to 4 days/25 hours, £500 | Up to 10 days/40 hours, £750, | Up to 1 year/60 hours, £1000

If the same event is held on multiple occasions, where the content of the event remains the same, then one application fee will cover all events over a two-year period.

A discounted fee for volume applications is available for event and training providers who plan to submit more than 10 applications per year, email cpd@fpm.org.uk for more information. FPM is not registered for VAT.

### Charities, public bodies, not-for-profit organisations and companies organising in-house training events

For charities, public bodies and not-for-profit organisations who market events externally, fees depend on the duration/learning hours per approval:

Up to 1 day/10 hours, £125 | Up to 4 days/25 hours, £250 | Up to 10 days/40 hours, £375| Up to 1 year/60 hours, £500

### Charities, public bodies, not-for-profit organisations without delegate fees, and companies organising in-house training a fee of £75 per approval applies.

If the same event is held on multiple occasions, where the content of the event remains the same, then one application will cover all events over a two-year period.

Please send the completed event approval form to cpd@fpm.org.uk along with the programme/agenda for the event. Applications should be submitted at least four weeks prior to the event.

FOR FPM USE:

|  |  |  |
| --- | --- | --- |
| Approved for CPD by FPM? | Yes |[x]  No |[ ]
| Is this a reapplication of a previous event application? | Yes |[ ]  No |[x]
| Approved by (name of assessor): |  |
| Date approved: |  |
| CPD credits approved for full attendance (Individual participants can only record the number of hours they attend): |  |
| Additional Notes: |