**Application for CPD approval 2024**

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 | |  | Role of Medical Departments | | | |  | |
| Discovery of New Medicines | |  | Stats and Data Management | | | |  | |
| Drug Safety | |  | 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 | |  | 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](mailto: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](mailto: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 |  | No |  |
| Is this a reapplication of a previous event application? | | Yes |  | No |  |
| 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: | | | | | |