



Faculty of Pharmaceutical Medicine

of the Royal Colleges of Physicians of the United Kingdom

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Application for CPD approval 2026

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	☐
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, £290 | Up to 2 days/15 hours, £430 | Up to 4 days/25 hours, £575 | Up to 10 days/40 hours, £860, | Up to 1 year/60 hours, £1150

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, £150 | Up to 2 days/15 hours, £230 | Up to 4 days/25 hours, £300 | Up to 10 days/40 hours, £450 | Up to 1 year/60 hours, £600

Charities, public bodies, not-for-profit organisations without delegate fees, and companies organising in-house training a fee of £90 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	☒	No	☐
Is this a reapplication of a previous event application?	Yes	☐	No	☒
Approved by (name of assessor):				
Date approved:				
CPD points approved for full attendance (Individual participants can only record the number of hours they attend):				
Additional Notes:				