

# ANNEX II

## THE APPLICATION FOR ACCREDITATION PROCESS

CPD providers who wish to receive accreditation for any individual CPD activity by IABA are advised to follow the following steps:

### SUBMISSION STEPS

1. Please submit your CPD activity **at least three months before the event** is commenced so that you allow time for the review process
2. Please fill in the application form available online. With the completed form, please submit the following documents by email:
  - a. A summary of your organizational profile. The profile must include enough data about the organization and its activities as relevant to CPD. **In addition, sources of funding for organizational activities must be disclosed.**
  - b. The CPD activity program documents containing the following:
    - i. A brief statement about the educational program and why it was developed
    - ii. Detailed objectives of the activity (written as knowledge, skills, attitudes and behaviors)
    - iii. The program contents, time table, instructors for each presentation or event. In addition, approaches for teaching and learning that will be used must be specified.
    - iv. A description of how the provider will ensure participants attendance to the activity is recorded and maintained
    - v. Evaluation strategy of the CPD activity and sample of CPD evaluation form that will be used by the provider.
    - vi. The CVs of the CPD program director and instructors.  
**Please use the provided template (Annex I)**
  - c. To be noted that samples of participants' registry and record keeping must be mailed to IABA secretariat office after the event together with samples from the participants' response in the individual evaluation forms.
- I. A statement of compliance with IABA policy for commercial support must be signed by the provider before the revision process (the statement is available at the online application form and must be digitally signed by the provider

3. Upon submitting the above-mentioned documents, the provider must pay the required fees and receive a receipt from IABA secretariat (Refer to the [ACCREDITATION FEES](#) section).
4. The CPD accreditation committee at IABA will initially revise the documents available versus checklist to ensure that the application package complete.
5. The review process will take about three weeks (detailed in annex III) and once completed any of the following decisions could be taken:
  - a. The provider is granted accreditation of the CPD activity.
  - b. The Provider is granted conditional accreditation of the CPD activity and complete accreditation is subject to the provision of necessary post-event documentation.
  - c. The provider is denied accreditation of the CPD activity and details for rejection of the application is given.
6. A certificate of accreditation of that specific activity will be issued to the provider in order to publicize the event and grant appropriate certificates of accomplishments to participants.

**ACCREDITATION FEES**

Accreditation of CPD activities is subject to fees being paid. Fees are based on the length of the CPD activity submitted for accreditation. In case the board declines the accreditation only the certificate issuance fees (50 USD) will be refunded.

<b>Activity</b>	<b>Accreditation Fees</b>
Less than 2 weeks	225 USD
2 – 8 weeks	300 USD
8 12 weeks	400 USD

# ANNEX III

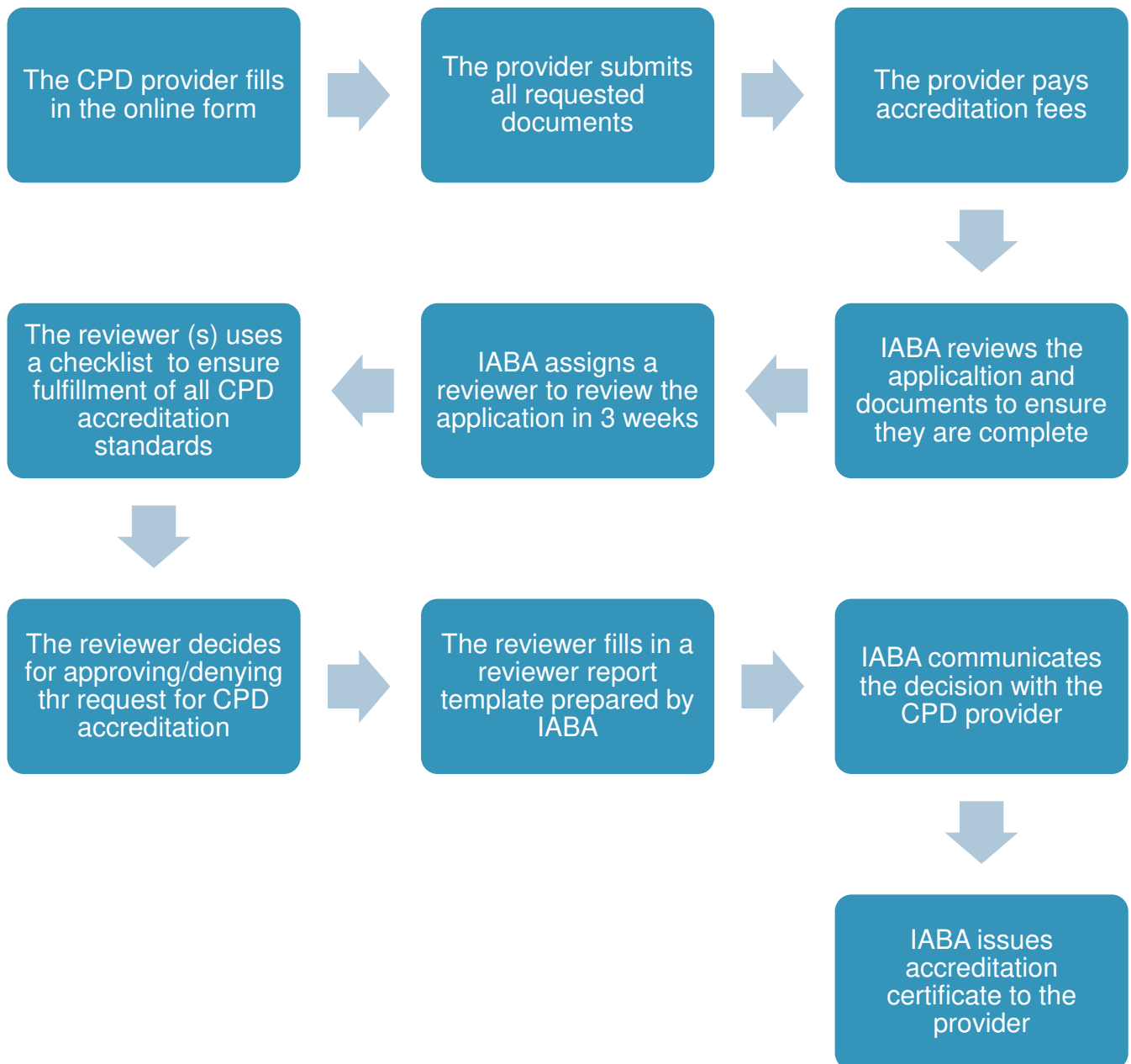
## THE REVIEW PROCESS (APPLICATION FOR CPD ACTIVITY ACCREDITATION)

The CPD review and approval committee will be responsible about assigning appropriate reviewer(s) for each application to accredit CPD activity, upon receiving formal request from IABA executive office. The following steps will be followed in the review:

1. At least one reviewer will be nominated by the head of the CPD committee to independently review the application, associated documents, and write an individual report.
2. The reviewer(s) will revise provided documents against a checklist designed specifically for that purpose and against the IABA standards for accreditation of CPD.
3. The reviewer(s) have the right to request more information/documents that were not initially available at the time of application submission. This information should be available within 15 days of their request.
4. The reviewer(s) then must write a report based on her/his expertise/opinion. The review report template must be provided by IABA for all reviewers.
5. The report shall clarify the decision to grant or deny accreditation for the individual CPD activity. In addition, the following also must be clear in the report
  - a. The duration for accreditation in case the event is regularly repeated with no change in content/structure
  - b. The maximum number of credit points to be granted for participants in the events
  - c. In case, the reviewer denied accreditation of the event. He/she must write in details why is so and which requirements/standards are violated

The Head of CPD committee might request a second review by another reviewer if this is necessary. Otherwise, the decision of the initial reviewer is final.

## THE IABA CPD ACCREDITATION CYCLE



## IPC- TRAINING COURSE ACCREDITATION

Accreditation of IPC courses  
by IABA Accreditation Board

go to IABA website under Education; click on Accreditation

complete accreditation form (submit Tutors CV and  
course content)

submit for review by Accreditation board

Acc Board: to return to lead for revision if required

resubmit with changes

letter of accreditation sent with a unique registration number

The course is registered and carries a unique registration  
number