

Validation period, Review and monitoring, Recordkeeping and Appeal process

Validation period

The entire application process is completed within 30 working days or within a reasonable time after all required documentation is submitted. If the process takes longer than expected, the ECSA CPD Licensed Body / validation authority will notify the prospective CPD Service Provider. The CPD Activity's validation status is valid for three years if there are no changes to the content. Details of validated CPD Activities are stored in the ECSA and Licensed Bodies' databases. If a Licensed Body or CPD Service Provider's verification status is lost, all validated CPD Activities are transferred to the ECSA for management.

Review and monitoring

A CPD Activity has a three-year validation and review period. If any of the elements presented during the application process change during the validation / review period, new content must be submitted to the appropriate CPD Licensed Body.

Recordkeeping

CPD Licensed Bodies and CPD Service Providers are both required to keep records. The records must include the date of application and indicate whether the application was approved, pending, or rejected. It must also include the outcome, as well as the validation number and renewal date, if applicable.

Appeal process

If a CPD Licensed Body rejects the application, the rejected CPD Service Provider must reapply to the CPD Licensed Body. The ECSA's Education CPD Department only handles appeals that cannot be resolved by the Licensed Bodies. The appeals process adheres to the established ECSA procedure outlined in Section 8 of the Standard for Continuous Professional Development: Validators, Providers, and Activities.