

## Evaluation Criteria and Requirements for Validating CPD Activities

1. CESA will not assess or validate any Service Providers CPD Activities, unless they are an approved Verified Service Providers with a unique Verification number from a ECSA recognised License Body.
2. CESA will begin the review process once the CPD-ECPD2 - Application Form CPD Developmental Activity and all the mandatory documents pertaining to the Activity has been received from the Verified Service Provider.
3. The CPD activity training manual, including the presentation and the handouts, will then be assessed, and validated by an independent assessor who is a subject matter expert in the subject of the activity.

The following are the general criteria against which each provider and CPD activity will be evaluated:

Material will be evaluated according to the following criteria:

1. Does the activity serve to maintain or enhance the knowledge, skills, and competence of all those who participate in it?
  2. Does it meet an educational and developmental need, and provide an effective learning experience for the participants?
  3. Is the depth and breadth of the subject matter appropriately covered?
  4. Is an evaluation form attached for obtaining feedback from participants on the course and does it provide for rating of the relevance, quality, and effectiveness of the activity?
  5. Are the objectives of the course clear?
  6. Does it have defined intended outcomes?
  7. Appropriateness of method of presentation.
  8. Does it address the anticipated benefit to the target group and to the profession as a whole?
4. The Assessor for the CPD Activity should use the completed '**Checklist for the Validation of CPD Activity**' from the Service Provider to ensure that all the aspects mentioned are covered before, during, and after the activity is offered.

A Verified Service Provider is expected to make the completed 'Checklist for the Validation of CPD Activity' available to CESA for each CPD Activity that is to be presented to professionals.

5. The appointed assessor will be required to sign a confidentiality agreement/non-disclosure agreement. CESA undertakes to preserve the confidentiality of the Activity and will not divulge the whole or any part of the contents without written permission from the originator or Provider to any third party except ECSA and CESA.
6. An assessment evaluation and reports will be returned to CESA by the appointed Assessor, which will be shared with the relevant Service Provider but will remain the CESA's property.
7. A formal response will be provided to the applicant in the form of a letter, together with a certificate, displaying a unique validation number and CPD points.