

APPENDIX A: VERIFICATION OF CPD SERVICE PROVIDER: CHECKLIST
REQUIREMENTS FOR THE VERIFICATION OF CPD SERVICE PROVIDERS

Verification of CPD Service Provider: Checklist			
Statutory Requirements (Compulsory requirements according to Rule 18(2) (a-c))			
Company name			
Website address			
Company address			
Contact numbers			
Contact person			
Company profile	YES	NO	
Company registration certificate	YES	NO	
SARS tax clearance certificate	YES	NO	
BEE status	YES	NO	
FICA	YES	NO	
1. Contact Information Verified			
Address	YES	NO	
Email	YES	NO	
Cell	YES	NO	
Tel No.	YES	NO	
Postal	YES	NO	
2. Administrative Support			
Dedicated administrative support	YES	NO	
Name	YES	NO	

Contact details	YES	NO
CPD coordinator/Committee	YES	NO
Name	YES	NO
Contact details	YES	NO
QMS in place	YES	NO
Fanatical / Accounting system	YES	NO
3. Presentation Facilities		
Training: On site or venue hire?	YES	NO
Lecture hall	YES	NO
Seminar venue	YES	NO
Breakaway rooms	YES	NO
Ablution facilities	YES	NO
Internet access	YES	NO
Computer room for internet training	YES	NO
Data projector	YES	NO
Microphone and speakers	YES	NO
TV/Monitors	YES	NO
Proper furniture	YES	NO
Parking space	YES	NO
4. Presenters and Facilitators		
Employed presenters	YES	NO
External presenters	YES	NO
Facilitators	YES	NO
Names and qualifications of presenters (CVs)	YES	NO
List of topics and programmes	YES	NO
5. Material and Programmes		

List of all topics	YES	NO
Example of a programme and proceedings	YES	NO
Level of education (NQF)	YES	NO
Examples of training material	YES	NO
Examples of presentations	YES	NO
Evidence of historical events/information	YES	NO
Website information/material	YES	NO
6. CPD Documents		
Proof of attendance (e.g. certificate)	YES	NO
Attendance register	YES	NO
Registration process	YES	NO
Costing module	YES	NO
7. Corrective Action		
Contingency plans	YES	NO
Fault logging	YES	NO
Refund policy	YES	NO
FINDINGS		
Comments:		
Outcome:	Approved	Declined
Verification number	YES	NO
Recommendations:	YES	NO
Date		
Reviewer: Name / Surname		
Signature		