

APPENDIX B: VALIDATION OF CPD ACTIVITY: CHECKLIST

The CPD Activity Validator should use the checklist below to ensure that all of the aspects mentioned are covered before, during, and after the activity is offered. An Accredited Service Provider is responsible for ensuring that this information is available for each CPD Activity presented to professionals.

Validation of CPD Activity: Checklist		
BEFORE THE CPD LEARNING ACTIVITY		
1. CPD Activity Information		
Name and number of the Accredited Service Provider that will present the activity is provided.	YES	NO
Topic/name of the activity is provided.	YES	NO
Category of the activity is indicated.	YES	NO
Number of Learning Units that have been allocated for the activity is indicated.	YES	NO
Commencement and completion date of the activity is provided.	YES	NO
Attendance certificate issued to attendees on completion of the activity is provided.	YES	NO
Attendance register that reflects the names and the ECSA registration numbers of all of the attendees from the date of commencement to completion is available.	YES	NO
2. Activity Costing		
Activity costing is made available to CPD participants.	YES	NO
DURING THE CPD LEARNING ACTIVITY		
1. Activity Location		
Location of the CPD Activity is accessible to participants.	YES	NO
2. Attendance Certificate (Ensure that the following information is clearly indicated and visible)		
Accreditation and activity number	YES	NO
Topic of the CPD activity	YES	NO
Category of the CPD Activity	YES	NO
Number of Learning Units for the CPD Activity	YES	NO

Attendance or completion date	YES	NO
Name and ECSA registration number of attendee	YES	NO
3. Group of Professionals Targeted (registration category and discipline/sub-discipline)		
Registration category of participants is stated.	YES	NO
Specific discipline or sub-discipline is indicated.	YES	NO
4. Activity Duration		
Is the time allocated sufficient and does it allow for interaction and discussions?	YES	NO
5. Activity Content		
The activity content meets developmental needs and provides effective learning experience for participants.	YES	NO
The activity content is appropriate and provides a balanced view of the discipline/sub-discipline	YES	NO
6. Activity Evaluation Form		
Activity evaluation Form is available for participants to evaluate formally the CPD Activity/Event and the potential influence on their performance	YES	NO
7. Record of Attendance		
A record is kept that reflects attendance of the entire event / completion of the Activity. This record should be retained for a period of three years for a compliance audit.	YES	NO
AFTER THE CPD LEARNING ACTIVITY		
1. Recordkeeping		
CPD Activity records are available for a period of five years after the Activity has been presented and completed.	YES	NO
2. Monthly Records		
A list of approved CPD Activities are submitted monthly to the CPD Department at the ECSA.	YES	NO
3. Annual Records (CPD activities presented in the previous year must be submitted annually to the ECSA or its designated Accreditor. Extension of Accredited Provider status will not be considered in the absence of this report.)		
A list of all activities presented and completed is available.	YES	NO
The potential for the learning activity to enhance professional performance is indicated.	YES	NO
List of topics and programmes	YES	NO
Date:	Signature:	
Name & Surname:		