

Policy and Procedure on CPD Application Approval



Australian Institute of CPD Standards



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1. PURPOSE AND SCOPE

The **Australian Institute of CPD Standards (AlcpdS)** accredits and verifies continuing professional development (CPD) programs to ensure educational activities meet the highest standards of quality, integrity, and relevance to professional practice across healthcare and medical sectors.

This policy outlines the process by which organisations may apply to have their educational activities recognised under one of two categories:

- **CPD Accreditation** – full endorsement following independent peer review, confirming that the activity has met sector regulatory standards, including current Australian best practices and directly aligns with adult learning principles therefore meeting 'The Standard' set by AlcpdS
- **CPD Verification** – streamlined recognition of quality activities for the purpose of CPD hour allocation, where the education provider can demonstrate that they meet eligibility requirements.

CPD Verification Eligibility Requirements:

Recognised professional body

The provider is an established peak professional or industry body, with subject matter experts and appropriately qualified members responsible for the design, development, and delivery of the educational activity, consistent with accepted professional standards; or

Accredited CPD home or regulatory authority

The provider is an established CPD home or regulatory authority, and the educational content has been subject to formal internal accreditation, quality assurance, and governance processes aligned with applicable standards; or

Content ownership and intellectual authority

The provider is the original developer and custodian of the educational content and can demonstrate full responsibility for its integrity, evidence base, and ongoing currency; or

Guideline development authority

The provider has made a substantial, recognised, and evidence-based contribution to the development of national guidelines or standards within the relevant therapeutic area or subject (for example, organisations such as the Heart Foundation or the Cardiac Society of Australia and New Zealand)

All applicants must provide verifiable documentation to substantiate eligibility against the stated criteria. The Australian Institute of CPD Standards reserves the right to request further evidence at any stage of the assessment process and to approve, defer, or reject any CPD Verification application where criteria are not adequately met or cannot be substantiated.

2. REQUIRED ELEMENTS OF AN APPROVED ACTIVITY

To be approved for either **Accreditation** or **Verification**, activities must demonstrate:

- Clearly defined educational objectives and measurable learning outcomes
- Content aligned to the Australian Institute of CPD Standards 'The Standards' ensuring sector regulatory standards are met.
- Evidence-based and ethically sound materials
- Qualified facilitators or presenters with appropriate, evidenced credentials and
- Australian registration with AHPRA (when applicable)
- Participant engagement and opportunities for reflection, discussion, or assessment
- Evaluation and feedback mechanisms for continuous improvement
- Certificate of completion/attendance including:
 - Learner's name
 - Activity Title
 - Learner's scope of practice
 - Date
 - Education Provider name/logo
 - AlcpdS unique trust mark issued for the activity



Australian Institute of CPD Standards

Additional criteria:

- **Accreditation:** Requires indication of CPD accreditation in the application.
- **Verification:** Requires indication of CPD Verification in the application and verifiable documentation to substantiate eligibility against the stated criteria.

3. APPLICATION PROCESS FOR CPD RECOGNITION

3.1 Application Submission

Applicants must:

- Specify whether applying for **Accreditation** or **Verification**
- Submit a completed online AlcpdS CPD Application Form and pay the applicable fee through www.AlcpdS.org.au.
- Provide all required documentation, on AlcpdS templates, including, but not limited to:
 - Design and delivery plan
 - Gaps Analysis Report including contemporary, local citations
 - Competency Goals
 - Feedback and Evaluation Form
- Align to all components of 'The Standards' set by the AlcpdS, ensuring sector regulatory standards are met.
- All sponsors and third-party organisers must provide a declaration and attestation confirming that educational content is developed independently and remains free from marketing, promotional, or commercial influence.
- Provide attending delegates with a post-activity evaluation within 7 days of activity completion.
- Review, implement, track key learnings with stakeholders involved in the activity.

3.2 Application Assessment

Applications are assessed by the AlcpdS Specialist Education Committee. Additionally, applications for **CPD Accreditation** will be assessed by a minimum of three independent, randomised, blind selected, peer reviewers within the scope of practice of which the application relates to.



3.3 Application Outcome

Activities that meet all AlcpdS standards and requirements will be approved and granted CPD Accreditation or Verification status.

3.3.1 **Approved Applications**

For approved applications, AlcpdS will determine the:

- CPD Category (Accredited or Verified).
- CPD hours (or points) allocated, excluding non-educational components such as breaks.
- Applicable CPD domain(s) or scope of practice area.

3.3.2 **Unapproved Applications**

Applicants of unapproved applications will be offered one-off, detailed feedback and an opportunity to amend and re-apply at no cost.

Additional feedback will incur a fee, payable by the applicant prior to the provision of feedback.

3.3.3. **Appeal of Outcome**

Applicants whose application was not approved, may appeal the outcome as prescribed in the Australian Institute of CPD Standards 'Application Appeals Policy' (Appendix 1).

3.3.4 **Notification of Outcome**

Applicants will be notified the outcome of their application via email no later than 15 working days after submission.

3.3.4 **Applications pending approval**

AlcpdS may deem an application to be 'pending approval' in the following circumstances:

- Additional evidence-based, information has been reviewed and approved by a member of the AlcpdS Education Specialist team. Pending Approval Trust Marks **MUST** be used alongside the statement **'This activity is pending CPD approval'**.

3.3.5 **Register of Applications**

The AlcpdS maintains a register of all applications, including their approval status.

3.4 Approval Duration

One-off activities: Approval remains valid until completion.

Ongoing activities: Date stamped for the calendar year in which approval is granted. For each year thereafter, a 're-review application' is required for an updated trust mark and Certificate of Completion.

Applicants must advise AlcpdS of any substantive content, format, or delivery changes for re-assessment.

4. LOSS OR WITHDRAWAL OF CPD RECOGNITION

AlcpdS reserves the right to revoke CPD Accreditation or Verification if:

- Program content or structure changes without notification and re-assessment.
- Ethical or professional concerns are raised regarding the activity or provider.
- The provider does not supply attending delegates OR implement relevant feedback learnings attained through the evaluation process or does not show a commitment to continuous improvement.



Australian Institute of CPD Standards Application Appeals Policy and Procedure

Purpose

This policy and procedure outline the process for applicants to appeal decisions made throughout adjudication processes regarding CPD accreditation or verification applications that result in unapproved status.

1. Eligibility for Appeal

Applicants may lodge an appeal if at least one of the following criteria applies:

- A procedural or administrative error occurred that may have affected the outcome.
- New or additional information relevant to the application is available that was not included in the original submission. **Note:** Additional supporting information may be submitted **once only**.
- The applicant believes the decision was made without appropriate consideration of the evidence provided.

Important: Appeals based solely on disagreement with the outcome, without supporting grounds, will **not** be considered.

2. Appeal Submission Process

To lodge an appeal, applicants must:

- **Submit a written appeal via email** within **14 calendar days** of the date of notification of the unapproved outcome.
- Include the following information:
 - Applicant's name and contact details.
 - Unique Activity ID number of the original application.
 - Detailed statement outlining the grounds for appeal.
 - Any new or additional supporting documentation.
- Email the appeal to: **applications@AlcpdS.org.au**
Subject line: *CPD Appeal – [Applicant Name and Unique Activity ID]*

3. Appeal Review Procedure

- The appeal will be reviewed by a panel independent of the original assessment team.
- The panel will assess whether the appeal meets the eligibility criteria and whether there are valid grounds for reconsideration.
- The applicant may be contacted for clarification or additional information.

4. Timeframe for Resolution

- Appeals will be acknowledged within **5 business days** of receipt.
- A written outcome will be provided within **30 calendar days**, unless further investigation is required. In such cases, the applicant will be notified of the revised timeframe.

5. Possible Outcomes

The panel may decide to:

- Uphold the original decision.
- Overturn the decision and grant accreditation/verification.
- Request a resubmission with specified amendments.

All decisions made by the appeal panel are final.

6. Support and Enquiries

If you need assistance in understanding the appeals process or in preparing your appeal, please contact: **applications@AlcpdS.org.au**