**Application for Approval of**

**Continuing Professional Development**

**(CPD) Activities**

Please note that the accreditation of CEUs through this process is valid ONLY for the profession of psychology. Other disciplines need to apply at their own registering bodies or councils (e.g. social work).

**Accreditation Administrator Information & Banking Details**

**1 Please complete, submit this form and all supporting documents electronically (ONLY) to:**

cpd@up.ac.za

**2 An Invoice will be emailed to you with your CPD letter, after which you need to make the payment to (please** **email proof of payment to the above-mentioned email):**

Beneficiary: University of Pretoria

Bank: ABSA Bank - Hatfield

Account #: 214 - 000 - 0038

Branch Code: 632 - 005

Reference: A0U753/03545/your name

**3 Incomplete applications will not be evaluated:** This rule will take immediate effect

**Applicant / Organisation Contact Information**

**4 Name of Providing Organisation and/or Name of Provider/Name of Individual (including HPCSA Registration Number):**

x

**5 Postal Address of Providing Organisation and/or Provider and/or Individual:**  x

x

x

**6 Name of Contact Person:**

x

**7 Contact Details:**

Tel #: x

Fax #: x

Email: x

**Activity Information**

**9 Activity Title:**

x

**10 Date(s) of Activity:**

x

x

**11. NB: Target audience:**

Please note that the HPCSA emphasises the need to offer CPD within clearly delineated scopes of practices. It is also acknowledged that in some instances training content may overlap with more than one scope of practice but it must also be recognised that attendance or training on a CPD programme does not licence a practitioner to practice outside their registered scope.

Supervision must occur between persons registered with the same scope of practice.

Intended target audience must appear on the certificate of attendance. These trainings are for professional persons only.

**Tick all applicable:**

Clinical Psychologists ………

Counselling Psychologists ………

Industrial Psychologists ………

Educational Psychologists ………

Research Psychologists ………

Registered Counsellors ………

Psychometrists ………

**12 Venue Activity (full address):**

x

x

**13 Level of Proposed CPD Activity:**

x

x

**14 Registration Fee involved for activity:**

x

x

**15 Number of Hours involved for activity:**

x

x

**CEU Information**

**CEUs are accredited per notional hour of actual learning. This excludes all registration processes, and breaks. Provided detailed content information (e.g. powerpoint presentation copy) which shows clear alignment of content with the HPCSA guidelines of ethics content\*\* for CPD purposes is provided, ethics CEUs can be awarded at a rate of 2 points per notional hour.**

**16 Suggested CEU's (General) (mark applicable)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Level 1 |  | Level 2 |  | Level 3 |  |

**17 Suggested CEU's in Ethics, Human Rights and Legal Issues pertaining to psychology\*:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Level 1 |  | Level 2 |  | Level 3 |  |

\* Ethics CEUs MUST be separate and detailed. Refer to the HPCSA definition of ethics for CPD purposes below.

**Additional Information**

**18 Compulsory: Specify Intended method of evaluation of the presentation (i.e. Questionnaire etc)**

x

**19 Specify the Intended mechanism of monitoring attendance (per hour or per session for the duration of the activity, excluding refreshment breaks):**

x

**20 Have you applied to another accreditor to have this activity approved? If yes, to whom and what was the outcome:**

x

**21 CPD Accreditation Fees**

The Recommended CPD Accreditation Fees are published on the website. Only payable once application has been approved and invoiced.

**22 Organisations / Providers Only:**

With the submission of this application, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ herewith undertake to monitor the attendance per session, evaluate the presentations as specified and to inform UP accordingly. I recognize the authority, and that UP can cancel the accreditation on non-compliance to the criteria. The name of UP as an accrediting body will appear on the certificate of attendance.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature: Provider Date**

**Disclaimer:**

**Presenters and attendees of all CPD activities must please note that the attainment of continuing education units (CEUs) does not licence any professional to practice outside their official scope of practice.  CEUs are intended to broaden the knowledge of professionals but do not constitute professional training.**

(This disclaimer should also be placed on your promotional and/or workshop material.)

**\*\*Guidelines for Ethics content: (for a fuller guideline see the document on the UP CPD webpage)**

South Africa is defined in the first chapter of our constitution as being a [democratic](http://en.wikipedia.org/wiki/Democracy), independent [republic](http://en.wikipedia.org/wiki/Republic) based upon the principles of protecting [dignity](http://en.wikipedia.org/wiki/Dignity), [human rights](http://en.wikipedia.org/wiki/Human_rights) and the [rule of law](http://en.wikipedia.org/wiki/Rule_of_law).

As health care professionals working in South Africa it is appropriate that practitioners should be familiar with the acts, regulations and guidelines that govern our practice.

The allocation of specific CEU’s to ethics, human rights and medical law is an acknowledgement of how important these issues are to our practice.

It is important however that CPD activities on these topics focus on issues of patient care. Ethics talks for instance can cover a wide range of topics but accreditation is generally awarded to talks concerning the principles of autonomy, beneficence, non-maleficence, justice and human dignity.