ACCREDITATION OF CPD PROVIDERS

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Outline

- Requirements for CPD Providers
- CPD Accreditation Committee
- Process of Accreditation of CPD Providers
- Process of Approval of CPD Programmes

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Accreditation of CPD Providers

Definition:

A **CPD Provider** is any institution, organisation or entity that is accredited by the Council to facilitate delivery of CPD activities.

Accreditation of CPD Providers: Requirements

Must provide **evidence of capacity to support CPD activities**, including:

1. **Infrastructure and equipment e.g.:**
   training room or resource centre; internet connectivity (at least 35MBps); online platform; equipment for use during practical sessions.

2. **Personnel:**
   a) Evidence of appointment, engagement, recruitment and/or retention of **Trainers** (who should be Specialists or have expertise in the field of practice or training).
   b) Evidence of appointment of a **CPD Coordinator** (giving full contact information).

3. **Mode of assessment of participants.**

4. **Mechanism for soliciting and receiving feedback on the CPD activities and evaluating the CPD programme.**

Your Application Checklist

Accreditation of CPD Providers: Requirements (cont'd)

5. Additional requirements for the application:
   a) Testimonials from two referees, who must be Medical, Dental or Oral Health Practitioners;
   b) Full disclosure on sponsorship and support;
   c) Calendar of activities;
   d) Official contact details of the CPD Provider;
   e) Details of a designated contact person
      The contact person may also be the CPD Coordinator.

Accreditation of CPD Providers: CPD Accreditation Committee

Functions:

a) Vet applications submitted for accreditation as CPD Providers or approval of CPD Programmes;

b) Recommend the accreditation of CPD Providers who meet the minimum requirements;

c) Determine how CPD points for the CPD Activities should be awarded;

d) Periodically review the accreditation of CPD Providers and determine those who are non-compliant, and

e) Periodically review the content of CPD activities offered by the accredited CPD Providers to ensure that the programmes are relevant and add value to Practitioners.

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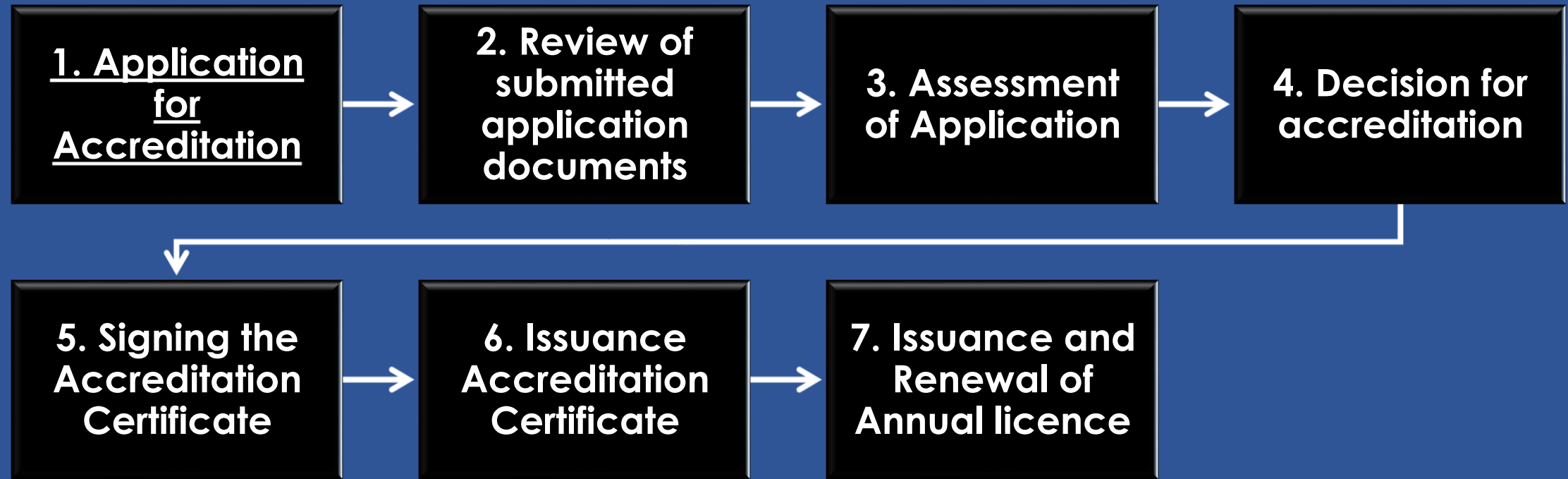# Accreditation of CPD Providers: CPD Accreditation Committee (cont'd)

The CPD Accreditation Committee ensures that the programmes are effective by:

a) Being part of a planned process;

b) Ensuring that the programmes are taught by people who have the necessary expertise, experience and skills;

c) Ensuring that there is a clear perspective on the improvement required and tailored individually to each professional, and

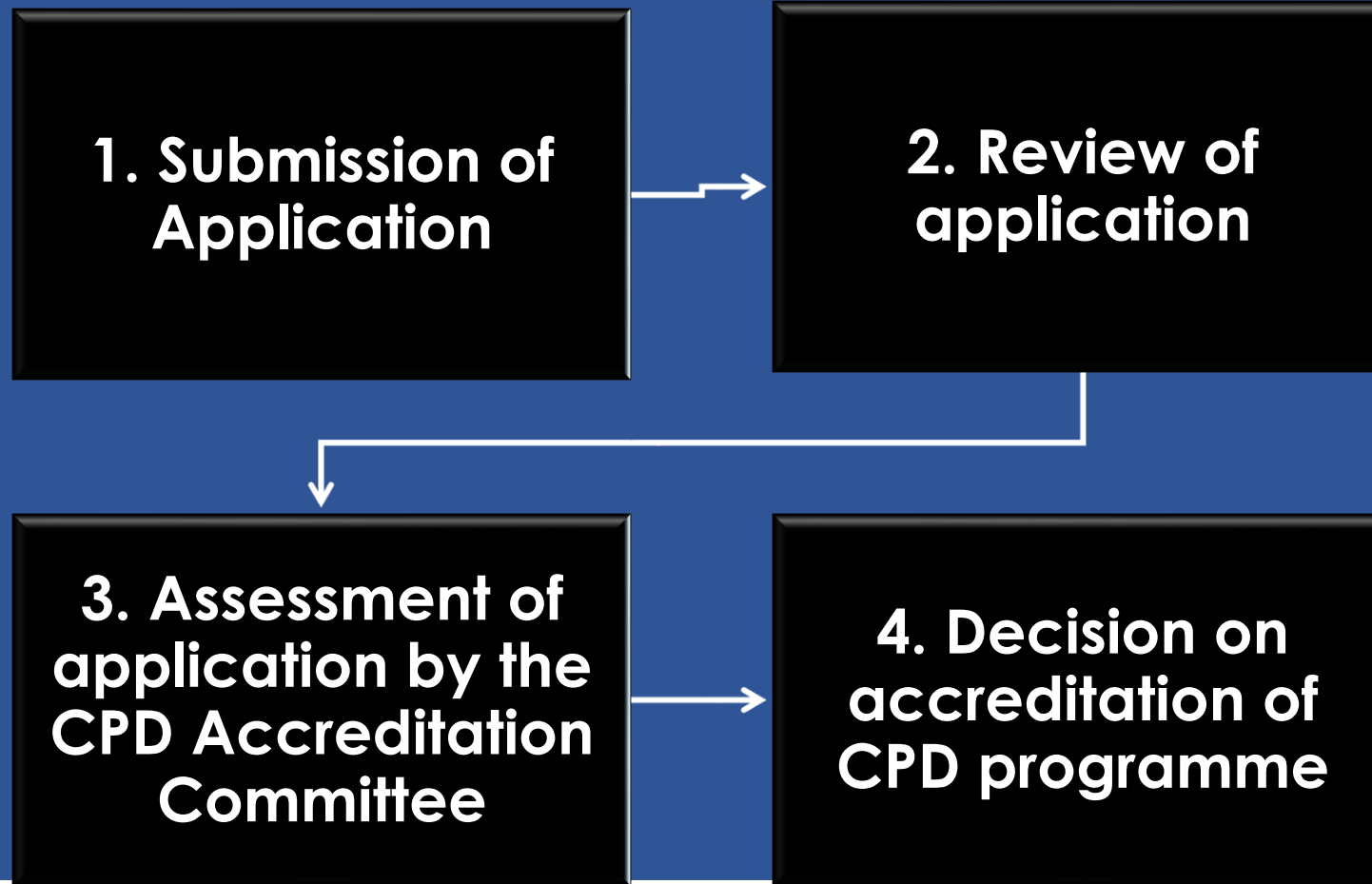d) Ensuring that the programme reflects the current expectations and future ambitions of Practitioners.

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Accreditation of CPD Providers: Process of Accreditation of CPD Providers

| 1. Application for Accreditation | → | 2. Review of submitted application documents | → | 3. Assessment of Application | → | 4. Decision for accreditation |

| 5. Signing the Accreditation Certificate | → | 6. Issuance Accreditation Certificate | → | 7. Issuance and Renewal of Annual licence |

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Accreditation of CPD Providers:
Process of Approval of CPD Programmes

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┌─────────────────────┐        ┌─────────────────────┐
│ 1. Submission of    │ ─────> │ 2. Review of        │
│ Application         │        │ application         │
└─────────────────────┘        └─────────────────────┘

┌─────────────────────┐        ┌─────────────────────┐
│ 3. Assessment of    │ ─────> │ 4. Decision on      │
│ application by the  │        │ accreditation of    │
│ CPD Accreditation   │        │ CPD programme       │
│ Committee           │        │                     │
└─────────────────────┘        └─────────────────────┘
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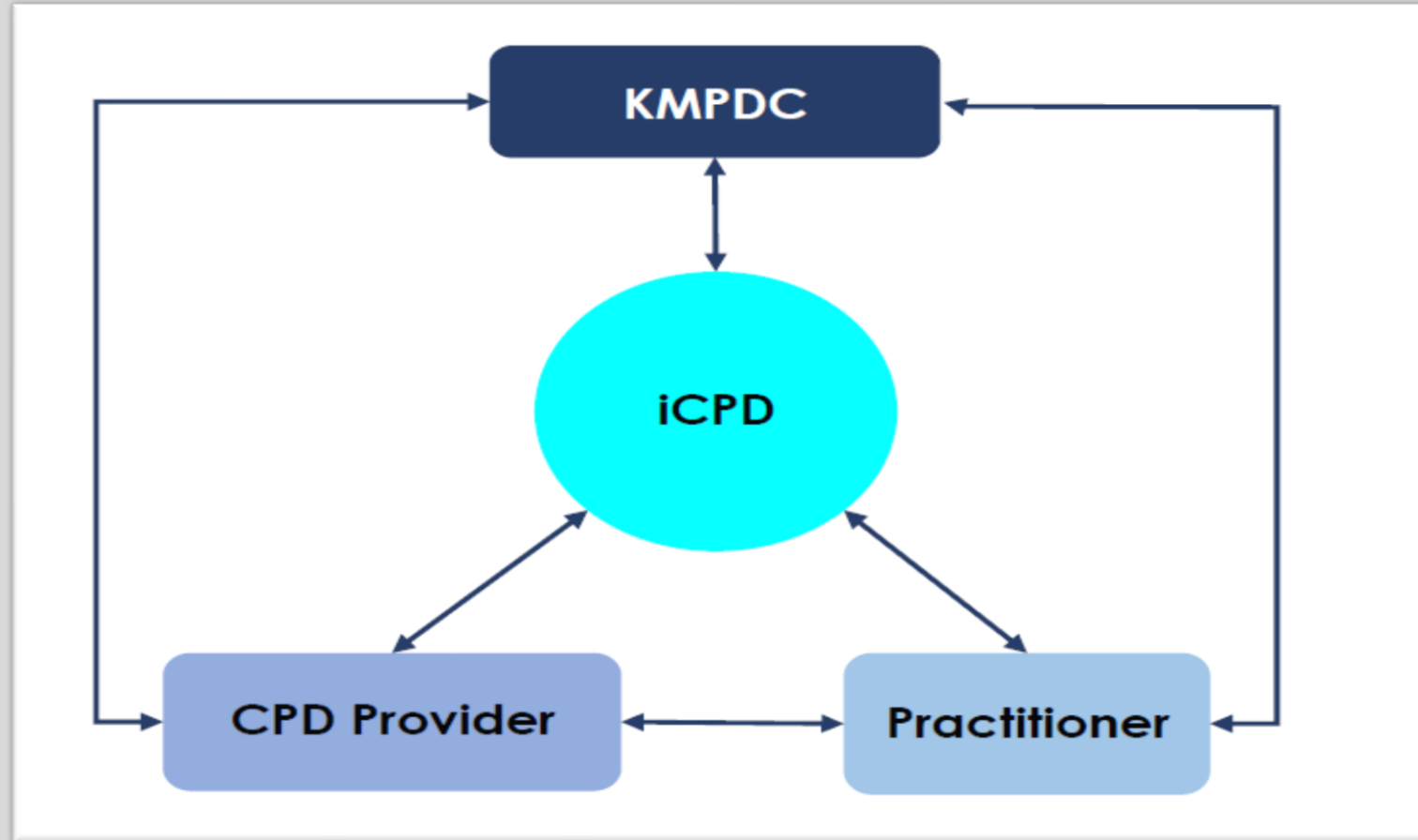# OVERVIEW OF THE INTEGRATED CPD MANAGEMENT SYSTEM

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Integrated CPD Management System (iCPD) Portal Address - https://icpdkenya.org

iCPD (cont'd)

The **CPD Provider** creates an account on the portal, through which it is able to:

a) Upload its calendar of CPD activities;
b) Submit lists of participants at CPD activities;
c) Generate CPD tokens for participants in the CPD activity;
d) Publish the activities on the portal;
e) Publicize the activities in an attempt to invite attendees;
f) Assign CPD points to participants, and
g) Submit quarterly and annual returns on CPD Activities held and the participants as prescribed by the Council

iCPD (cont'd)

The **Practitioner** creates an account on the platform through which they are able to:

a) View the available CPD activities as uploaded by the CPD Providers;

b) Upload evidence of CPD activities undertaken;

c) Claim CPD points for both token-based and non-token activities;

d) Keep track of the CPD activities that they have participated in, and

e) Download their annual or all-time CPD calendar.

iCPD (cont'd)

Through the iCPD platform, **the Council** is able to:

a) Create and upload CPD activities that can be undertaken by the Practitioners;

b) Verify and monitor the upload of CPD activities by CPD Providers;

c) Monitor the uptake of CPD activities by Practitioners;

d) Verify compliance by Practitioners with the CPD requirements for annual licensure;

e) Generate reports for both CPD Providers and Practitioners, and

f) Conduct bi-annual reviews of the iCPD online system to improve its functionality and efficiency.

Participants' feedback

Thank you!

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