CPD application form for online content

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| --- | --- |
| Organiser | |
| Organisation name |  |
| Organisation type | For profit / not-for-profit *(delete as appropriate)* |
| website |  |
| Co-ordinator name |  |
| Email |  |
| Telephone |  |
| Address |  |
| Virtual Learning Environment |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| |  |  | | --- | --- | | Invoicing/Finance Details | | | Purchase order number | *Please check if your organisation requires a PO number – these can take a few days to order* | | Email |  | | Address |  | | FAO |  |   You can find details of our fees online: <https://accreditation.rcseng.ac.uk/Home/Fees>   |  |  | | --- | --- | | Event Details | | | Event title |  | | Event type |  | | Exposure | International /National / Regional/ Local *(delete as appropriate)* | | Date(s) of event (if applicable) |  | | Typical time to complete / expected length |  | | Type of material used (static, live, interactive) |  | | Target audience and participant entry requirements |  | | No. of participants |  | | Participants fee |  | | Status of participants: subscribers only, or open access? |  |  |  |  | | --- | --- | | Aims and Objectives | | | Learning aims |  | | Learning outcomes |  | |  |  |  |
|  |  |  |  |
| |  |  |  | | --- | --- | --- | | Faculty | | | | **Lead faculty involved in creating the content:** | | | | Name | Qualifications | Topics Specialised | |  |  |  | |  |  |  | | **Faculty involved in delivering online content (if different from above)** | | | | Name | Qualifications | Topics Specialised | |  |  |  | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Event Content | | | | | | Length (in minutes) | Subject/ title of talk | Delivery Method | Staff | Outline of content | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |   *If event is streamed live, please indicate which date each section is being delivered in the outline column.* |  |  |  |

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| Complete | |
| Is a certificate awarded? | *If yes, please state awarding body* |
| Assessment method |  |
| Commercial sponsorship details |  |

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| Requirements (please tick to confirm) | |
|  | Attendance Register I confirm that I will keep an attendance register and retain a list of participants for a period of 24 months and provide this information upon RCSEng request. |
|  | Commercial Sponsorship I confirm that the educational programme of the activity is not inappropriately influenced or biased by commercial organisations. |
|  | Faculty Declaration of Interest I confirm that I will ask the event’s faculty to provide a declaration regarding any interest they may have relating to the event, and make each faculty’s declaration available at the event. |
|  | Evaluation Signed I confirm that the evaluation of the activity will be conducted and the results will be provided to the RCSEng. |
| Evaluation Description | |

*Please describe how you will obtain feedback from this event:*