

ISCP Event Planning Template

CPD Accreditation Application

Apply for CPD accreditation at least 6 weeks before your event

Applicant Information

Event Organizer Name:	
Email:	
Phone:	
Committee:	
Member Number:	

Event Details

Event Title:	
Event Date:	
Event Time:	
Event Duration (hours):	
Event Format:	<input type="checkbox"/> In-person <input type="checkbox"/> Online <input type="checkbox"/> Hybrid
Expected Attendance:	
Target Audience:	<input type="checkbox"/> All members <input type="checkbox"/> Specific specialty: _____

Learning Objectives

List 3-5 specific, measurable learning objectives. What will participants be able to do after attending?

1.	
2.	
3.	
4.	
5.	

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Speaker/Presenter Information

Speaker Name:	
Qualifications:	
Current Position:	
Relevant Experience:	
Brief Bio (max 100 words):	

Event Content Outline

Provide a detailed outline of topics to be covered and time allocation

Assessment & Evaluation

Assessment Method:	<input type="checkbox"/> Post-event quiz <input type="checkbox"/> Case study <input type="checkbox"/> Practical demonstration <input type="checkbox"/> Feedback survey
Evaluation Tool:	<input type="checkbox"/> Pre/post-test <input type="checkbox"/> Skill demonstration <input type="checkbox"/> Reflective practice
Certificate Distribution:	<input type="checkbox"/> On-site <input type="checkbox"/> Email after attendance verification

CPD Hours Calculation

Event Duration (hours)	CPD Hours Requested	Justification

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Note: CPD hours typically equal contact time. 1 hour of education = 1 CPD hour

Declaration

I declare that the information provided in this application is accurate and complete. I understand that CPD accreditation is subject to ISCP approval and that I must maintain attendance records and provide certificates to eligible participants.

Applicant Name:	
Signature:	
Date:	

Submission Instructions

1. Complete all sections of this form
2. Attach speaker CV/bio and any supporting materials
3. Submit to cpd@iscp.ie at least 6 weeks before your event
4. You will receive confirmation within 2-3 weeks
5. Include CPD accreditation details in all event promotional materials once approved