13.3 Registration Process for CPD Providers

All applicants who wish to be accredited as CPD providers must apply to the Board and pay the prescribed fees. The applicant is required to submit an application using the CPD Provider Application Form (CPD 1) and meet the following requirements:

13.3.1 Have qualified and competent facilitators and resource persons.
13.3.2 Show evidence of capacity to support CPD activities.
13.3.3 Comply with subsequent inspection of premises, activities, facilitators and related resources as and when the Board deems necessary.
13.3.4 Provide full disclosure on sponsorship and support.
13.3.5 Provide a calendar of activities.
13.3.6 Provide referees.
13.3.7 Pay the requisite application fee

Upon approval, the provider will be issued with the following by the Board:

13.3.8 Certificate of accreditation, which is valid for 3 years.
13.3.9 Unique identification number, which should appear on all CPD activity documentation.

The CPD provider is required to pay annual subscriptions before 31st December of each calendar year and submit the annual calendar of CPD activities for the following year.

Upon expiry of the 3-year term, the CPD provider is required to apply for renewal of accreditation.

13.4 Non-Compliance

All approved providers have the responsibility and should demonstrate accountability to ensure quality CPD activities. CPD providers should therefore comply with the stated requirements in Section 4.0, Sub-Section 4.1, failure to which they shall be deemed to be non-compliant.

The Board shall issue a letter of non-compliance to the provider to address the gaps identified within a given period of time. If at the end of the specified period the provider has not complied, the Board shall issue a letter revoking prior authorization and de-register the CPD provider.

Late renewal shall attract a penalty as prescribed by the Board.