



**FACULTY OF
PUBLIC HEALTH**

CPD Accreditation

GUIDELINES FOR EVENT PROVIDERS

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The Faculty of Public Health (FPH) accredits CPD activities which are public health related or that can be contextualised for the wider public health workforce.

The accreditation process is based on the Standards for CPD Activities: a Framework for Accreditation, published by the Academy of Medical Royal Colleges (AoMRC). CPD credits are allocated on the basis on **1 credit per hour of 'real education' time, up to 3 credits per half-day and 5 credits per full day**. FPH does not accredit events retrospectively.

FPH uses the expertise of a network of CPD Assessors to ensure that the event provider has met the quality and educational requirements set out by FPH.

Accredited events will be listed in the directory of accredited events on the FPH website. This is updated weekly and includes a direct link to the event's website (if applicable and supplied by the event provider).

The accreditation process is overseen by the FPH CPD Advisers Committee and reinforced by an annual evaluation which includes a quality assurance report and annual review of the feedback from delegates.

1. THE REQUIREMENTS FOR FPH ACCREDITATION

Learning outcomes and objectives criteria:

The overall learning outcomes and objectives should be clearly defined and reflect the purpose of the activity. They should meet an educational need and provide an effective learning experience. The learning outcomes must be measurable and represent concise objectives indicating what knowledge and/or skills the participants are expected to obtain as a result.

Education content of event criteria:

The following information is to be supplied as part of the application process and should be appropriate to the stated learning outcomes and objectives:

- Target audience
- Teaching methods used

Key areas of public health competence criteria:

The key areas for demonstration of public health competence have been defined to help public health professionals identify the key areas of personal development most relevant to their own role and aspiration, especially in light of annual appraisal and revalidation. As many public health professionals log their CPD against the key areas of public health competence, FPH encourages event providers to map and relate the content of their programme to it. The same applies to the GMC's Good Medical Practice domains and attributes.

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Evaluation

A delegate evaluation form should be produced for each event, including an opportunity to provide comment on every speaker/session, and a blank copy of the form is required. The questions in the form should encourage meaningful feedback. FPH has produced an example form which is available on the FPH website.

FPH reserves the right to request copies of delegate feedback forms from all accredited events as part of its quality assurance process.

FPH Ethical Sponsorship Policy

- Events provider must supply details of any sponsorship of the event, and any conflict of interest must be declared.
- FPH reserves the right to not accredit an event if the event takes a stand which is contrary to the ethos of FPH.
- FPH seeks to collaborate with a range of organisations to achieve shared objectives. However it is vital that we maintain our independence and do not allow external partnership bring the name of FPH into disrepute.

2. MAKING AN APPLICATION FOR CPD ACCREDITATION

The event provider must ensure that:

- They submit a duly completed FPH CPD Accreditation Application Form, with payment details to cover the fee for the accreditation process, about 6 weeks prior to the event taking place to cpd@fph.org.uk together with:
 - The event programme, which should clearly indicate:
 - Key aims/ learning objectives of the activity
 - Teaching method used
 - A copy of the delegate evaluation form
 - A list of speakers, their post/title and short CV or mini-biography (if information available at time of application)
 - The evaluation record from previous, on-going or recurring events (where applicable)
 - The event learning material (where applicable)
 - The pre- or post-course education activity (where applicable)
- They keep a record of attendance and copies of feedback forms for 24 months and take into account the received feedback for future activities. These records should be made available to FPH upon request. It is not necessary to send these to FPH unless requested.
- They provide attendance certificates to all participants as evidence of their CPD activities. On certificate of attendance, it should state that the event has been accredited by the Faculty of Public Health for [number of credits] CPD credit(s).



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- They provide feedback forms to the delegates, which invites delegates to record their rating of the event as well as comment on the quality, relevance and effectiveness speaker(s)/session(s). FPH made available an example document of a feedback form which can be found on the FPH website.

3. FEES AND LIMITATION OF ACCREDITATION

Payment is required upon submission of the application for CPD accreditation. The application will not be processed until payment is made. The event provider can request an invoice or make payment by contacting finance@fph.org.uk or 020 3696 1465.

Refunds: the fee covers the management and overhead costs of the CPD accreditation process. If an event is not approved or is cancelled, there will be no refund of the fees.

Limitation and withdrawal of approval: FPH reserve the right to withdraw CPD accreditation at any time. For instance, if there are significant changes to the educational programme of the event, if the event provider failed to disclose any conflict of interest, if there is misrepresentation of the number of CPD credits accredited, if the event provider advertises the event as being CPD accredited before confirmation is received, or if an attendee reports to FPH a perception of bias by the speakers at the event. This list is not exhaustive; any other reason warranting a withdrawal of accreditation will be considered so to not misrepresent the name of FPH.

Cost structure:

Events:

	1 day event	2 day event	3 day event
Commercial, charging attendance fee	£360	£582	£804
Non-commercial, charging attendance fee	£240	£462	£684
Non-commercial, free to attend	£60	£102	£144

Short courses:

	Up to 1 day /10 hours	Up to 4 days /25 hours	Up to 10 days /40 hours	Up to 1 year /60 hours
Commercial, charging attendance fee	£360 + £120 approval fee	£360 + £180 approval fee	£360 + £240 approval fee	£360 + £600 approval fee
Non-commercial, charging attendance fee	£240 + £120 approval fee	£240 + £180 approval fee	£240 + £240 approval fee	£240 + £600 approval fee
Non-commercial, free to attend	£50 + £120 approval fee	£50 + £180 approval fee	£50 + £240 approval fee	£50 + £600 approval fee



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4. RECURRING EVENTS

If an event occurs more than once during a set year (January to December), event providers only need to apply and pay the fee once to have the event accredited for the whole year (12 months). The curriculum of the event needs to be the same for this to apply; any changes to the event (aims and learning outcomes) would require the event provider to re-apply for accreditation. If the event is a yearly reoccurrence, the event provider will need to apply for accreditation and pay the fee every year.

5. CONDITIONS

- The use of the FPH crest or logo is not permitted under any circumstances.
- The number of CPD credits applied for must not be stated until the event has been accredited and confirmed by FPH.
- The event provider can use the following wording:
 - “FPH CPD accreditation applied for” – before accreditation is confirmed
 - “FPH has accredited this activity for up to X CPD credits” – after accreditation is confirmed
 - “FPH has accredited this activity for up to X CPD” in their promotional material and on the delegate attendance certificates

6. FURTHER INFORMATION

Should you require any further information about CPD accreditation, please contact Nikol Krehanova, Revalidation & CPD Administrator, at cpd@fph.org.uk or on 020 3696 1486.

You might also wish to consult the [CPD Accreditation section](#) of the FPH website.

