# 

# CPD Accreditation Application Form

version 7, June 2020 (See also AMTRA document “Notes for CPD Providers”)

**1. Title of seminar/event/material. Please use this in future correspondence with AMTRA.**

**2. Company/organisation name:**

**3. Contact relating to this application::**

Name:

Email:

Telephone:

# Nature of CPD

**4. Is the CPD independent, avoiding promoting particular products?**

□ Yes □ Not entirely - please explain below why it should still be accredited as CPD

**5. Please estimate what proportion of the event (as a percentage) falls within each of the following four categories:**

|  |  |
| --- | --- |
|  | Core to the RAMA role of advising on POM-VPS and NFA-VPS medicines, including life-cycles, prevalence and effects of parasites/pathogens treated or controlled by VPS medicines, control of disease, resistance, best practice advice, pharmacovigilance, veterinary medicines legislation and controls |
|  |  |
|  | Relevant to the RAMA role and to supporting good health, including future legislation, activities elsewhere in the world, veterinary news, feed and nutrition, biocides, communication skills specific to the RAMA role, AVM-GSL and SAES medicines where not directly relevant to VPS equivalents |
|  |  |
|  | Supportive of the RAMA role but not core, including animal behaviour, pet first aid, pet/horse passports, oral rehydration, dental health, zoonoses where VPS medicines not relevant, POM-V medicines where relevance to overall health |
|  |  |
|  | Material not relevant to the RAMA role, or which is overtly promotional or restricts mention to a particular brand or active when there are other relevant choices |

**6. If you wish, please add any relevant commentary as to why you gave the answers you did to Q5.**

**7. Is a copy of the CPD or a detailed outline included? If not, please provide within 7 days after the seminar.**

□ Yes □ No

**8. What form does the CPD take? (Tick more than one if appropriate.)**

□ Live event (in person or online) – answer Q9 and Q11

□ Recorded webinar – answer Q10 and Q11

□ Written material or short video supported by multiple-choice questions – answer Q12 and Q13

□ Other, described below: – answer Q11, Q12 and Q13

**FOR LIVE EVENTS (INCLUDING LIVE ONLINE)**

**9. How do you plan to keep a record of who attended?**

□ Signed attendance sheet

□ Screenshot of videoconference in progress or online login information

□ Other, described below:

**FOR RECORDED WEBINARS**

**10. How do you plan to ensure that participants are engaged throughout?**

□ Split the material into very short sections, clicking “next” or the like to advance

□ Have a series of questions scattered throughout the presentation

□ Other, described below:

**FOR LIVE AND RECORDED SEMINARS, AND MATERIAL IN THE “OTHER” CATEGORY (Q8):**

**11. What is the duration of learning (excluding breaks)? Please attach a timetable where relevant. For “other” material, please justify your estimate:**

5. Is the

**FOR WRITTEN MATERIAL OR SHORT VIDEO, SUPPORTED BY MULTIPLE-CHOICE QUESTIONS, AND MATERIAL IN THE “OTHER” CATEGORY (Q8):**

**12. How many words are in the material? If a word-count is not appropriate, what is the estimated duration of learning?**

5. Is the

**13. If you are using multiple-choice questions, how many? If not, what is the method of assessment or how do you ensure engagement with the material?**

5. Is the

**14. Would you like AMTRA to help publicise your CPD to help raise awareness and encourage attendance?**

We could potentially include mention on our website, on social media, and in an email to RAMAs, for no fee. Where time and human resources allow, we would consider inclusion in a postal mailing from AMTRA, where you would cover our costs.

If yes, please send a short summary and/or a PDF flyer, with clear instructions on what RAMAs would need to do to participate.

If emailing this form back, please email to [sue@amtra.org.uk](mailto:sue@amtra.org.uk), **preferably with the name of the CPD in the subject line.** If sending by post, please send to AMTRA, 1c Woolpit Business Park, Woolpit, Bury St Edmunds IP30 9UP.

AMTRA will acknowledge receipt within 5 working days – if you haven’t heard from us, please check that we have received your application.

AMTRA aims to confirm accreditation or raise any questions within 10 working days of acknowledgement of receipt. If you haven’t heard from us by then, please contact us.