



CPD Course Approval Application

I. CPD Application – COVER SHEET

The Course Organizer is responsible for the overall 4-part application. Separate downloadable forms, such as the Course Description & Learning Objectives worksheet, could be used to send to the speaker(s).

Course Title _____ New Renewal

Course Provider _____

Course Dates and Times _____

Course Speaker(s) Names	Degrees	Credentials
_____	_____	_____
_____	_____	_____
_____	_____	_____

Number of CPD hours applying for _____CEUs

Type of training In-person Live online Recorded

Evidence of need _____

Contact person for the application

Name & credentials _____

Email _____

Phone _____

Address _____

II. CPD Application – COURSE DESCRIPTION & LEARNING OBJECTIVES

Course organizers are encouraged to use Section II of the CPD Application, as a worksheet to be filled out by each presenter / speaker ([print, using the worksheet link](#)). The course organizer then uses the worksheet to complete Section II of the application.

Course Title _____
Course Provider _____
Course Dates _____
Course Speaker(s) _____

Course Description

The course description is a concise summary of the course, briefly stating its essentials. In three to five sentences, it needs to include:

- Who is the intended audience for the course?
 - What will be covered in the course? (specific content, skills, outcomes)
 - How the course will be taught? (lecture, case studies, videos, slides, etc.)
 - How many hours and CEUs?
-
-
-

Learning Objectives

Learning objectives describe measurable skills a participant will acquire after completing a course.

Use **AWBAT** as your guide to complete this sentence – “**Attendees Will Be Able To...**”

List 3 to 6 statements relating to specific course content

The number of objectives is based on the length of the course

Each learning objective **begins with a strong, measurable, action verb**, for example, *describe* or *demonstrate*. [<see link - Learning Objective Action Verbs>](#)

When there are multiple speakers, objectives can be divided according to length of course time.

Topic	Hours	Learning Objective	Presenter

III. CPD Application – EVALUATION, PUBLICITY, VERIFICATION OF PARTICIPATION & DISCLOSURES

Course Title _____
Course Provider _____
Course Dates _____
Course Speaker(s) _____

Evaluation tool

Please attach a copy of your course evaluation form that includes questions on the **learning objectives**, as well as the other info you are seeking. [<link to Sample Evaluation Form>](#)

Describe how the evaluation data will be used. _____

Publicity

Reminder: The words “ACHENA approved” or “ACHENA approval pending” may not be used before ACHENA approval has actually been granted.

Please share the link or your publicity brochure or web page here. _____

Please share the link to your course registration page here. _____

Verification of Participation and Successful Completion

How attendance / participation will be verified. [<link to digital & paper sign-in forms>](#)

What are the criteria for successful course completion? _____

Financial Disclosure & Commercial Support

Does this course have commercial support? yes no

How will course participants be informed of presenters' declaration of vested interests or absence of vested interests? _____

IV. CPD Application – SPEAKER BIO

Course Title _____

Course Provider _____

Course Dates _____

Course Speaker(s) _____

A succinct (1-page max) bio for each speaker needs to be included, similar to a university course catalog bio paragraph. List education (degrees, years, accrediting institutions); credentials; experience; presentations; publications, etc., highlights for each speaker.

Any bio on file with ACHENA within the past 5 years does not need to be re-submitted. Please list speaker names and the year submitted.

Bio on File - speaker name

Year submitted
