

CPD provider application form

SECTION A: ORGANISATIONAL INFORMATION

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| Organisation name: | |
| Primary contact person: | |
| Email address: | |
| Phone number: | |
| Website (if applicable): | |
| Geographic scope of CPD delivery: | |
| Number of employees: | |
| Type of organisation: (eg academic institution, professional association, private provider) | |
| Registration number: | |
| Country/territory of registration: | |

SECTION B: DOMAIN 1 – ORGANISATIONAL CAPACITY AND GOVERNANCE

| Requirement 1.1 – Organisational CPD vision / purpose | |
|--|--|
| Describe how this statement guides the development of your CPD activities. | |
| Explain how it reflects your target audience and responsiveness to patient, community, and system-level needs. | |
| Describe your vision / purpose. | |

Requirement 1.2 – Operations

Provide your operational goals and describe how they align with your vision/purpose.

Describe the resources (staff, facilities, technology) that support CPD delivery.

Explain how you measure and monitor goal achievement.

Requirement 1.3 – Educational independence and conflict of interest

Describe your procedures for ensuring educational independence.

Explain how you manage real or perceived conflicts of interest.

A sample disclosure form is attached?

Yes No

Requirement 1.4 – Professional and legal standards

Describe your procedures for maintaining confidentiality, privacy, and legal compliance.

Provide one example of how these procedures are applied.

Requirement 1.5 – Copyright and intellectual property

Describe how you ensure compliance with copyright laws.

Explain how you attribute original content.

A sample documentation of permissions or licensing agreements is attached?

Yes No

Requirement 1.6 – Indemnity

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|---|--|
| <p>Confirm that your organisation holds professional liability insurance.</p> | |
| <p>Describe how instructors are informed of their protections and responsibilities.</p> | |
| <p>A copy of your indemnity policy or coverage summary is attached?</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable |

SECTION C: DOMAIN 2 – EDUCATIONAL ACTIVITIES
Requirement 2.1 – Assessing needs

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|---|--|
| <p>Describe how you assess learning needs.</p> | |
| <p>Explain how these assessments inform your CPD programming.</p> | |
| <p>An example of completed needs assessment is attached?</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Requirement 2.2 – Learning outcomes

Describe your process for developing learning outcomes.

Confirm that outcomes are shared with participants in advance.

Sample outcomes from a recent CPD activity attached?

Yes No

Requirement 2.3 – Educational content

Describe how your content is evidence-based and aligned with physiotherapy competencies.

Explain how personal experience is distinguished from scientific evidence.

Sample learning materials with references attached?

Yes No

Requirement 2.4 – Instructor/facilitator qualifications

List qualifications required for instructors.

Confirm that all instructors disclose conflicts of interest.

CVs or bios for recent instructors attached?

Yes No

Requirement 2.5 – Enabling lifelong learning

Describe how your CPD activities promote lifelong learning and reflective practice.

Requirement 2.6 – Evaluation of learning

Describe how you assess learning outcomes.

Requirement 2.6 – Evaluation of learning (continued)

Describe how you monitor participation and confirm that certificates of completion are issued.

Sample participant learning assessment tools attached?

Yes No

Requirement 2.7 – Accessibility, diversity, and inclusion

Describe how your learning environments are safe and accessible.

Explain how diversity is reflected in instructor selection and course content.

Requirement 2.8 – Transparency

Confirm that all required information is included in promotional materials (course description, fees, CEUs, disclosures etc.).

Sample promotional materials attached?

Yes No

Requirement 2.9 – Scholarly activities in physiotherapy education

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|---|--|
| Describe your organisation's involvement in education research or scholarly activities. | |
| Examples of publications, presentations, or innovations attached? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable |

SECTION D: DOMAIN 3 – PROGRAMME ORGANISATION AND CONTINUOUS IMPROVEMENT

Requirement 3.1 – External programme review

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|--|--|
| Describe your process for external review of CPD programming. | |
| One example of external feedback and resulting changes attached? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Requirement 3.2 – Credit granting requirements

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|---|--|
| Confirm your compliance with applicable credit granting standards of other regulatory bodies. | |
| Documentation or approval letters from regulatory bodies (if applicable) attached? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable |

Requirement 3.3 – Programming quality and effectiveness

Describe how you evaluate the overall quality of your CPD programming.

Summary reports or quality improvement plans attached?

Yes No

Requirement 3.4 – Evaluation of individual activities

Describe how individual CPD activities are evaluated.

One example of an activity evaluation report attached?

Yes No