



**World
Physiotherapy**

Continuing professional development (CPD) provider recognition service

Applicants' guidelines

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Introduction

Lifelong learning is essential for achieving and promoting excellence in physiotherapy and for progression through a career. Physiotherapists engage in continuing professional development (CPD) to maintain and advance their competence to practise physiotherapy in a safe, effective, and sustainable manner, without limitation, and in accordance with the definition of physiotherapist practice within their individual countries/territories. High quality CPD is the key to ensure physiotherapists improve outcomes for patients/clients, as well as to advance practice and service delivery.

World Physiotherapy offers two CPD quality assurance services: CPD event recognition and CPD provider recognition. Both services are fully aligned with the World Physiotherapy's [Strategic plan 2022 and beyond](#), [Physiotherapist education framework](#), and [Education policy statement](#). The recognition is based on a peer review process against the World Physiotherapy quality requirements.

Getting the recognition of CPD by World Physiotherapy has benefits for various stakeholders:

- physiotherapists: World Physiotherapy approved events and providers have been peer reviewed and met the World Physiotherapy CPD quality requirements
- CPD providers: World Physiotherapy approval is an indication of the quality of CPD providers and their events that may give them a competitive advantage, a stronger marketing positioning, higher attendance, and higher revenues
- member organisations: benefit from assurances that World Physiotherapy approved CPD events and providers in their country/territory meet the global CPD standards and help their individual members maintain competence to practice

Quality requirements for CPD providers

The following set of quality requirements that CPD providers must meet to demonstrate that the CPD provider has organisational capacity to design, deliver and evaluate CPD events that are relevant, evidence informed, outcome based, and consistent with national and World Physiotherapy policies and guidelines, including ethical principles and standards of physiotherapy practice. A CPD provider must use an approach that includes assessing learning needs, defining clear learning outcomes, using high-quality scientific evidence, evaluating results across physiotherapist competence domains, and transparently managing all competing interests, including commercial influences.

DOMAIN 1: ORGANISATIONAL CAPACITY AND GOVERNANCE

Requirement 1.1 – Organisational CPD vision/purpose

A CPD provider must have a written vision/purpose/mission statement that guides the development of its educational activities. The statement must reflect the organisation's purpose, target audience, and responsiveness to patient, community, and system-level needs.

Requirement 1.2 – Operations

The CPD provider must have operational goals aligned with its vision/purpose/mission and demonstrate the capacity to achieve them through adequate resources and performance measurement.

Requirement 1.3 – Educational independence and conflict of interest

The provider must ensure educational independence and manage real or perceived conflicts of interest in accordance with accepted standards.

Implementation criteria:

- Instructors must disclose any bias, proprietary interest, or conflict of interest prior to the CPD event.
- Sponsorships must be transparently disclosed in promotional materials and course documentation.

Requirement 1.4 – Professional and legal standards

The provider must use written procedures to ensure compliance with professional and legal standards related to confidentiality, privacy, and copyright.

Requirement 1.5 – Copyright and intellectual property

The CPD provider must have written procedures to ensure that all educational content, materials, and resources comply with applicable copyright laws and respect intellectual property rights.

Implementation criteria:

- All content used in CPD activities must be properly cited and used with appropriate permissions or licenses.
- The provider must maintain records of copyright clearance or licensing agreements for third-party materials.
- Original content developed by the provider must include clear attribution and ownership statements.

Requirement 1.6 – Indemnity

The CPD provider must have appropriate indemnity measures in place to protect participants, instructors, and the organisation from legal liability arising from CPD activities, where applicable.

Implementation criteria:

- The provider must maintain professional liability insurance or equivalent coverage for CPD activities, where applicable.
- Terms and conditions for participation must include disclaimers outlining the scope of responsibility and limitations of liability.
- Instructors and facilitators must be informed of their responsibilities and protections under the provider's indemnity policy.

DOMAIN 2: EDUCATIONAL ACTIVITIES

Requirement 2.1 – Assessing learning needs

The provider must have a mechanism to assess the learning needs of physiotherapists and use these assessments to inform programming and activity design.

Implementation criteria:

- Needs assessments must reflect the scope of physiotherapist practice and be consistent with World Physiotherapy policy statements and Physiotherapist education framework.
- CPD programming must be responsive to the identified needs of the target audience.

Requirement 2.2 – Learning outcomes

Based on the identified needs, learning outcomes should be identified and shared with the learners in advance. Learning outcomes articulate competencies within domains of physiotherapist practice

competence as defined in Physiotherapist education framework that successful learners will achieve and/or maintain in CPD. Learning outcomes should be aligned with the content and education format.

Implementation criteria:

- Learning outcomes must use actionable verbs and be relevant to physiotherapist competence domains.
- Learning outcomes must be disseminated prior to the activity and aligned with teaching methods.

Requirement 2.3 – Educational content

Content must be responsive to practice and community needs, informed by scientific evidence, and aligned with physiotherapist competence domains as described in Physiotherapist education framework.

Implementation criteria:

- CPD content must be based on referenced scientific evidence and reflect current practice.
- Personal experience or hypotheses must be clearly labeled.
- Learning materials must be comprehensive, current, and reference peer-reviewed sources not older than 15 years.

Requirement 2.4 – Instructor/facilitator qualifications

CPD activities must be delivered by qualified individuals with appropriate expertise, education, and experience relevant to the subject matter and the scope of physiotherapist practice.

Implementation criteria:

- Instructors must have current expertise demonstrated through education, training, or professional experience.
- Minimum qualifications include at least four years of relevant experience, peer-reviewed publications or presentations, or an advanced degree in the subject area.
- Instructors may include physiotherapists, other health professionals, experts in related fields (eg law, ethics, administration), or individuals with lived experience relevant to the topic.
- All instructors must disclose any bias, proprietary interest, or conflict of interest prior to the CPD event.

Requirement 2.5 – Enabling lifelong learning

CPD activities must be designed to foster lifelong learning by encouraging self-assessment, reflection, and continuous improvement in professional practice.

Requirement 2.6 – Evaluation of learning

CPD activities must include clear and appropriate methods to evaluate participant attainment of specified learning outcomes.

Implementation criteria:

- Evaluation tools must assess both the course and the instructors.
- Providers must issue certificates of completion to participants who meet the learning requirements.

Requirement 2.7 – Accessibility, diversity, and inclusion

CPD providers must ensure a safe, supportive, and accessible learning environment and promote diversity and inclusion.

Implementation criteria:

- Learning environments must be physically and psychologically safe and accessible.
- Diversity must be reflected in instructor selection and learning resources, including representation of varied patient populations and responses to treatment.

Requirement 2.8 – Transparency

CPD providers must clearly communicate essential information to potential participants.

Implementation criteria:

- Promotional materials must include course description, time allocation, presenter qualifications, target audience, prerequisites, CEU availability, learning resources, participant limits, fees, cancellation policy, contact details, and sponsorship disclosures.

Requirement 2.9 – Scholarly activities in physiotherapist education

Academic CPD providers are expected to engage in scholarly activities that advance physiotherapist education through research, innovation, and peer-reviewed contributions.

DOMAIN 3: PROGRAMME ORGANISATION AND CONTINUOUS IMPROVEMENT

Requirement 3.1 – External programme review

The provider must have mechanisms for external review of its CPD programming to ensure quality, relevance, and continuous improvement.

Requirement 3.2 – Credit granting requirements

If applicable, the provider must adhere to credit granting requirements set by regulatory bodies or professional associations.

Requirement 3.3 – Programming quality and effectiveness

The provider must regularly evaluate the quality and effectiveness of its overall CPD programming.

Requirement 3.4 – Evaluation of individual activities

Each CPD activity must be evaluated for its impact on learning outcomes and practice improvement.

Eligibility for World Physiotherapy CPD provider recognition

World Physiotherapy defines a CPD provider as an organisation or entity that designs, delivers, and evaluates structured CPD activities to support the lifelong learning and competence development of physiotherapists. CPD providers offer educational experiences such as workshops, courses, seminars, webinars, and online learning opportunities that help individuals maintain, enhance, or develop their professional knowledge, skills, and competence. In addition to World Physiotherapy regions, specialty groups, networks, and member organisations, World Physiotherapy will consider applications from for-profit and not-for-profit CPD providers with the primary business of the provision of education relevant for physiotherapist practice as described in the domains of physiotherapist practice competence in [Physiotherapist education framework](#). These activities may be supported by educational grants, commercial sponsorship, subscription, or registration fees such as online educators, publishing companies).

For-profit entities with a commercial interest that develop, produce, market, resell, or distribute drugs, devices, products, or other health care goods, services, or therapies that may be prescribed to patients/clients or ordered by physiotherapist in the diagnosis, treatment, monitoring, management, or health conditions, are **not eligible** to apply for World Physiotherapy CPD provider recognition. For example, the following are not eligible CPD providers: pharmaceutical companies, medical device companies, producers of non-prescription health care products, nutrition companies, pharmacies; diet, fitness, and weight-loss companies; prosthetic and orthotic stores; home care companies etc.

Application process

CPD providers may apply for recognition by submitting the completed application form (appendix 1) with required supporting documents via email cpd@world.physio and making the fee payment to World Physiotherapy.

CPD provider recognition fees

There are two types of non-refundable CPD provider recognition fees: initial application fee and annual renewal fee. The application fee is paid at the time of submitting the application. The renewal fee is paid 12 months after the recognition is received. Fees are based on the location where the CPD provider is registered.

	Application fee	Renewal fee
High income countries/territories (100%)	£2,500	£1,000
Middle income countries/territories (75%)	£1,875	£750
Low income countries/territories (50%)	£1,250	£500

Review process

Each application for the CPD provider recognition will be reviewed by two peer reviewers, one of whom will be from the region where provider is registered. To be recognised by World Physiotherapy, CPD providers must meet all the quality requirements. If the application is rejected, the applicant will receive a justification of the decision and constructive feedback.

The following is the review process:

1. Applications are reviewed by the service coordinator for its completeness
2. Complete applications are assigned to two peer independent reviewers; incomplete applications are returned to the applicant with comments
3. Two independent volunteer peer reviewers with expertise in life-long learning will review the application against the World Physiotherapy CPD quality requirements. Peer reviewers complete the evaluation form, comment on the application and provide a recommendation to either approve or reject the application with the rationale for the recommended decision.
4. Service coordinator meets online with the CPD provider for clarification and verification purposes.
5. Based on the reviewers' recommendations and coordinator's meeting with the applicant, the service coordinator prepares the decision for the education committee to approve.
6. During the regular World Physiotherapy Education committee meeting, the final decisions are made.

7. Applicants are informed about the decision.

The review process will take up to 16 weeks from the application date.

Appeal process

CPD providers may appeal denials of the CPD provider approval within four weeks of the denial notice. All appeals must be made in writing and sent to the World Physiotherapy CPD provider recognition service coordinator at cpd@world.physio with the rationale of the appeal, and a copy of the rejection notice. World Physiotherapy's education committee will appoint two members to review an appeal and respond within four weeks of the receipt of the appeal.

World Physiotherapy CPD provider recognition

World Physiotherapy approved CPD provider will receive the approval letter including the approval number, validity of the recognition and the approval seal (Figure 1. Seal sample). The letter will also outline the terms of use of the CPD provider approval seal and provide the wording for approved providers to be used in their public relations and promotional materials.



Figure 1. Seal sample

In order for CPD providers to keep their World Physiotherapy recognition, they must adhere to the quality requirements as described in the approved application. Changes in the status or scope of work of the approved provider must be reported to World Physiotherapy and may result in revocation of the recognition.

World Physiotherapy approved CPD providers must use the following statement in their programme and promotional material: “[insert the name of the CPD provider] has been approved by World Physiotherapy from [date] to [date].”

World Physiotherapy CPD provider recognition is valid for the period of **60 months** from the date of World Physiotherapy application approval.

World Physiotherapy will maintain a list of the World Physiotherapy approved CPD providers on its website.

To maintain the status of the approved CPD provider, every year CPD providers must submit an annual report identifying any changes in the status of organisation along with the annual renewal fee including relevant statistics about the courses and learners (e.g. the number of courses provided and participants).

World Physiotherapy audit

Each World Physiotherapy approved CPD provider may be audited by World Physiotherapy's Education committee, without advance notice to CPD providers of intent to audit. Failure to adhere to the World Physiotherapy quality requirements for CPD providers, misrepresentation of commercial interest or misuse of the approval will result in revocation of the provider recognition.