

APPLICATION FOR ACCREDITATION OF CONTINUING EDUCATION EVENTS

Guidelines for organisers

Organisers should refer to the Board's CPD Accreditation Policy for Optometrists and CPD Accreditation Policy for Dispensing Opticians to ensure that the event meets requirements for accreditation.

In order to evaluate an event for points, the Board's CPD Accreditation Committee (Accreditation Committee) members require the following information:

- details of the CPD provider;
- event or course title, format (e.g. lecture, workshop, distance-learning module), and an outline of content and/or a copy of the programme;
- its duration (including that of individual segments if there are several activities in the programme, e.g. lecture followed by a facilitated question and discussion session);
- name and brief resume of each presenter (100 words maximum);
- title and abstract of each presentation (100 words maximum);
- number of continuing education (CE) hours to be accredited.

For distance education, the Accreditation Committee will require samples of study materials and assessment questions, and may request full sets of the resource material for extended programmes.

Watching live or recorded events online and completing an assessment are worth the same number of points as attending the event in person. All online activities should have a minimum of 10 multiple choice questions per hour of presentation of which 70% need to be passed. This is to ensure full attendance and attention to the activity.

The number and type of CPD credits will be awarded on the basis of educational quality and time for activity. Once the activity is accredited, it is the providers responsibility to ensure evidence of attendance is provided and monitored. This can be a certificate, QR code, email, etc. Please see the Accreditation Policy for clarification or contact the Recertification Officer.

Applications should be forwarded to the Board at least 30 days prior to the start date for events of less than four hours' duration, and at least 8 weeks prior to the start date for events of more than four hours' duration. The Accreditation Committee may need to request additional information when, for example, the Continuing Education provider or the presenters do not have an established record of accredited programme delivery. Accreditation will not be granted until all information sought has been supplied.

CPD EVENT ACCREDITATION CHECKLIST

Please complete this checklist before sending in your application for accreditation, to ensure that all the required information is provided. This list is for your own use, and should not be sent in with your application.

- Is your application typed, or if handwritten, is it legible?
- Have you included the details of the CPD provider on page 1 of the application form?
- Have you provided details of the programme, including title and the contact person for registration queries, on page 1?
- Have you completed the summary of content on page 2 or attached a copy of the programme?
- If you intend to record the programme and wish the recording to be accredited, have you checked the requirements for accreditation of recordings?
- Have you provided the title and a brief abstract of each presentation describing the topic, its objectives, and its format including length and the amount of time allocated for questions and discussion?
- If the activity is a teleconference, internet programme, or video have you attached samples of the study and/or assessment materials?
- Will your application reach the Board in the timeframes specified above, allowing sufficient time for assessment prior to the start of the programme?
- Have you designed an individual record of attendance certificate for those who may not have an electronic device and may need this as proof of attendance?

Please note that CPD credits are provisional, subject to the event proceeding as described in the application. Organisers must:

- notify the Board if the delivery, duration or content of the programme changes after provisional accreditation has been granted;
- ensure attendees are aware of the accreditation status of the programme (including any changes in status after registrations are accepted) prior to the event;
- provide each attending practitioner with a record of their attendance; either via a Board-provided QR code or individual certificate.

CPD ACCREDITATION APPLICATION FORM - PLEASE TYPE IF POSSIBLE.

Complete and email to: Optometrists & Dispensing Opticians Board
cpd@odob.health.nz

Or send to: Optometrists & Dispensing Opticians Board, Level 5, 22 Willeston Street, PO Box 9644, Wellington 6141

Details of Provider (person, institution or organization providing CPD activity)

Name:
Postal Address:

Email:

Phone: _____ **Fax:** _____

Details of Activity (CPD event or course)

Title:

Link (if applicable):

Contact for Registration Enquiries (if different from above):
Postal Address:

Email:

Phone: _____ **Fax:** _____

Will this be a single event (one-off), or repeated (i.e. same activity at a later date and/or another venue)?

One-off **Repeat** **Online** **N/A**

Venue(s)
Date(s)

Is this activity available to all optometrists/dispensing opticians? **Yes** **No**

If no, please provide a brief explanation: _____

Have you applied for CPD points elsewhere: Yes No

If yes, please provide details: _____

Is this activity available via the internet? Yes No

Is this activity live? Yes No

Will this activity be recorded (audio or video)? Yes No

Number of CPD points applied for

Optometrists:

GEN Points:

Glaucoma Peer Review Points:

Glaucoma Event Points:

Cultural Points:

Ethical Points:

Dispensing Opticians

GEN Points:

Cultural Points:

Ethical Points:

Total number of hours to be accredited:

SUMMARY OF CE CONTENT

Event Title:

Presenter(s):

Format: Lecture Workshop Conference Article Other (please specify)

Duration:

Content/Programme:

Refer to the CPD EVENT ACCREDITATION CHECKLIST in guidelines to ensure all items to support this application are included.

DETAIL OF INDIVIDUAL PRESENTER(IF APPLICABLE)

Name:

Presentation title:

Duration of presentation:

Time Allowed for Questions/Discussion:

Abstract (including statement of educational objectives, 100 word max)

Resume (include, as appropriate, academic qualifications and/or position, affiliations, experience in relevant areas. 100 word maximum):

If the programme involves **more than one** presentation, please copy this page and attach abstracts and resumes for all presentations and presenters. Where a presenter is making more than one presentation, only one resume need be provided, but abstracts of all presentations must be submitted.