

Checklist

This checklist covers application requirements for external CPD events (live events, live-streamed events, webinars) and distance learning. Please ensure you first read through the appropriate approval guidelines, which can be found here. For any queries, contact cpdapproval@rcp.ac.uk.

Live events

	Commercial organisation	Non-commercial organisation	Non-commercial organisation with sponsorship
Online application form	✓	✓	✓
Declaration of interest form(s) *	✓	✓	✓
Short speaker biographies	✓	✓	✓
Agenda / Programme with start and finish times for each session	✓	✓	✓
Complete the Programme Director's Declaration form	✓	✓	✓
No speakers from pharmaceutical or device companies except in exceptional circumstances (see Promotional activity and advertising guidelines)	✓	✓	✓
No pharmaceutical or device company logos or product logos during the educational content	✓	✓	✓
Ensure there are no advertising, company or product logos or the names of commercial products. Sponsoring company names must be replaced with text	✓	✓	✓
Written confirmation that speakers will be introduced and that they will show a slide declaring their interests (if any)	✓	✓	✓
Paid the fee	✓	✓	✓

**All applications will require a declaration of interest form from 1 January 2022*

Livestreamed events and webinars

	Commercial organisation	Non-commercial organisation	Non-commercial organisation with sponsorship
Online application form	✓	✓	✓
Declaration of interest form(s) *	✓	✓	✓
Short speaker biographies	✓	✓	✓
Agenda / Programme with start and finish times for each session	✓	✓	✓
Complete the Programme Director's Declaration form	✓	✓	✓

No speakers from pharmaceutical or device companies except in exceptional circumstances (see Promotional activity and advertising guidelines)	✓	✓	✓
No pharmaceutical or device company logos or product logos during the educational content	✓	✓	✓
Ensure there are no advertising, company or product logos or the names of commercial products. Sponsoring company names must be replaced with text	✓	✓	✓
Written confirmation that speakers will be introduced and that they will show a slide declaring their interests (if any)	✓	✓	✓
Statement relating to financial support for the meeting at the beginning of the event	✓	✓	✓
Paid the fee	✓	✓	✓

**All applications will require a declaration of interest form from 1 January 2022*

Archived webinars

Currently the application process is not fully automated and online. Please refer to our [guidelines and application form](#) and return the application form to cpdapproval@rcp.ac.uk.

Distance learning

	Commercial organisation	Non-commercial organisation	Non-commercial organisation with sponsorship
Online application form	✓	✓	✓
Assessment criteria	✓	✓	✓
Pass rate	✓	✓	✓
Sample certificate	✓	✓	✓
Declaration of interest form(s) *	✓	✓	✓
Evidence of contributor expertise (short biographies or CVs)	✓	✓	✓
Paid the fee	✓	✓	✓

**All applications will require a declaration of interest form from 1 January 2022*

e-Libraries and e-Platforms

Currently the application process is not fully automated and online. Please refer to our [guidelines and application form](#). Send the application form to cpdapproval@rcp.ac.uk with the following attachments:

- Evidence that key authors or editors have appropriate specialist skills and knowledge
- Statement about how authors are selected for their content
- Sample certificate of completion
- Completed Declaration of Interests form *

**All applications will require a declaration of interest form from 1 January 2022*