

APPLICATION FOR DISTANCE LEARNING CPD APPROVAL

- Providers should **submit a detailed résumé** of the Distance Learning Programme under the following main sections. (Headings 1-6)
 - Please refer to the 'Distance learning guidelines' document when filling in this application for guidance on its completion, the associated fees and timeline for CPD distance learning approval.

1) BASIC DETAILS

Please use block capitals

PROGRAMME/ MODULE TITLE:

Proposed Start/Launch Date:

__/__/__

Proposed Expiry Date:

__/__/__

Number of Hours for a User to Complete Programme:

Suggested CPD Credits:

(1 Credit = 1 Full Hour of Educational Content)

Target Audience:

(Include professional role and specialty)

Please see <http://www.rcplondon.ac.uk/specialties/Pages/Specialty.aspx> for RCP supported specialties

NB: Educational Content of programme must be suitable for Consultants and Post training Physicians

Fee(s) to be charged to the Users:

CONTACT DETAILS OF THE PROVIDER/APPLICANT:

To discuss educational, administrative and technical issues

Providing Organisation:

Contact Name:

Contact E-mail:

Contact Number:

Continue on a separate sheet if required

2) AUTHORITY:

Parties involved (author, reviewer, sponsor, publisher etc) Please include details of status and qualifications.

Contact Name and Title:

Relationship to the Programme:

Contact Name and Title:

Relationship to the Programme:

Information Regarding Status and Qualifications:

Contact Name and Title:

Relationship to the Programme:

Information Regarding Status and Qualifications:

SPONSORSHIP:

Name (s) of Sponsor (s) :

Type of Sponsorship:

3) FORMAT OF THE PROGRAMME/MODULE:

- *Details of the medium (e.g CD-ROM, Online log in), special requirements (hardware and software) to use the module or programme
(Please provide all materials required to participate in programme- to include log in details and assessment key where applicable- For more information please distance-learning guidelines Page 7)*

4) ADMINISTRATIVE ARRANGEMENTS AND ASSESSMENT:

- *Systems in place to issue certificates, register CPD credits gained and collect feedback from Users*
- *Assessment criteria and pass rate required for CPD Credits*

5) LEARNING OBJECTIVES:

Objectives of the programme and educational value to the User

Please list below a minimum of 3 Learning Objectives for the Programme/Module;

- *The objectives should reflect measurable outcomes, and use action verbs such as “evaluate”, “identify”, “review”, etc.*
- *For example, “To evaluate current guidance regarding the application of the Mental Capacity Act, in order to increase delegates’ awareness of this topic”.*

1)

2)

3)

4)

5)

6) OTHER INFORMATION IN SUPPORT OF APPLICATION:

For example:

- *Further details regarding intended Users, subjects and specialties*
- *Details and results of any market research and evaluative procedures*
- *Methods used to select information for inclusion in the programme (e.g based on expert opinion, literature, research etc.)*
- ***Please indicate that all ethical and medico-legal considerations have been met***

CHECK LIST:

Before submitting your application, please check that you have:

- Read our Distance Learning guidelines and completed all sections of the application form in full, providing a detailed résumé of the programme. (incomplete application forms will not be accepted)
- Provided an electronic copy of the Distance Learning approval application form, module and programme (see contact details below)
- Provided active online log in details/URL to access the programme where applicable
- Compiled postal copies of any programme materials (e.g Workbook, CD Rom etc.) *where an electronic version is not available*
- Included an answer key to any method of assessment which is part of the programme
- Enclosed a cheque for the administration fee with the programme title marked on the reverse for reference Or Completed and enclosed a credit card form for the administration fee Or Requested an invoice

(For fees please see Page 12 'Full Distance Learning Guidelines' document)

- Enclosed any additional information which may be useful during the review process

CONTACT DETAILS:

Please send your completed application form, administration fee and relevant material to:

- **The Federation of the Royal College of Physicians of the United Kingdom
Federation CPD Office - Distance-Learning**

Address: Royal College of Physicians of London
11 St Andrews Place
Regent's Park
London
NW1 4LE

Contact: Jayne Bates

Tel: 020 3075 1516

Fax: 020 7487 4156

Email: cpd@rcplondon.ac.uk or jayne.bates@rcplondon.ac.uk

- The Federation of the Royal College of Physicians of the United Kingdom is a working partnership of three Colleges:

Websites:

www.rcplondon.ac.uk

www.rcpsg.ac.uk

www.rcpe.ac.uk

