CII CPD eligibility and accreditation – Guidance for event organisers

This overview:
1. clarifies the difference between an event's eligibility to CII CPD hours and CPD accreditation
2. provides a high-level summary of the evidence CII requires to determine whether learning events meet CII CPD accreditation standards.

It is not intended to be exhaustive. Its purpose is to support learning event organisers wishing to apply for CPD accreditation with their submission.

1. The difference between an event's eligibility to CPD hours and CPD accreditation

CII CPD accreditation is a quality kitemark for learning events such as conferences and seminars. It is achieved once the event has been reviewed by CII against the CPD accreditation standards.

In respect of CII CPD hours, there is no requirement for the event to be accredited by the CII. Organisers may issue a certificate of attendance to attendees stating that the event will qualify for CII CPD hours and that participants are **eligible to claim CPD hours** where the event meets the CII CPD scheme requirements. Organisers may not use the CII logo or refer to accreditation without formal confirmation from CII that the event has been accredited.

The key requirements for CII CPD hours are:
➢ The content must be relevant to participants' professional development needs
➢ The activity must contain learning outcomes / learning objectives
➢ Evidence that participants have understood the learning
➢ Minimum 30 minutes duration.

(There is no requirement for event organisers to provide details of the event to CII if they are not seeking accreditation or to have the event accredited. This is because the participants provide details of the event with their CPD submissions).

For full details on participants' **eligibility to CPD hours** please visit www.cii.co.uk/cpd

2. Event organisers' submissions for CPD accreditation

In order to achieve CPD accreditation, organisers must ensure the event meets both the CII CPD scheme requirements (above) and the accreditation standards (details below).

The accreditation submission must include the following:
➢ Evidence that the presentation is free from product bias
➢ Learning outcomes/objectives must be clearly stated within the learning material and/or related collateral
➢ Evidence that participants have understood the learning (eg Q&A during the event, review of learning objectives, etc)
➢ Details of the process for reviewing feedback and effectiveness of the learning event
➢ Speaker profiles demonstrating speakers' credentials
➢ Health & Safety Policy, Complaints Process
➢ The title(s) of the events / series of events
➢ Details of attendance record keeping

As some of these documents are supplied to event organisers by third parties (eg venue providers, speakers), CII recommends that organisers obtain the material from their suppliers prior making their accreditation application.

For full details on the event organisers' requirements to **meet the CPD accreditation standards**, including the standards in full, please visit www.cii.co.uk/cpdeventaccreditation

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