# 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*