

APPLICATION FOR CPD ENDORSEMENT

Type of Endorsement

1. ACPSEM affiliated event and 2. Once-off endorsement (\$375 + GST)
 Non-affiliated event 12 month endorsement (\$615+ GST)

Contact Details

Name			
Organisation			
Mailing Address			
	Suburb	State	Postcode
Phone	Email		
Mobile	Website		

Activity Details

Title	
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Format <i>(tick all applicable)</i>	<input type="checkbox"/> Face to Face	<input type="checkbox"/> Workshop/ Practical
	<input type="checkbox"/> Online	<input type="checkbox"/> Seminar
	<input type="checkbox"/> Other (please specify) _____	<input type="checkbox"/> Conference

Date/s	
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Is this activity going to be repeated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If Yes, How often?	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Annually
	<input type="checkbox"/> Other (please specify) _____		

Field of Interest: <i>(tick all applicable)</i>	<input type="checkbox"/> Radiation Oncology	<input type="checkbox"/> Nuclear Medicine
	<input type="checkbox"/> Radiology	<input type="checkbox"/> Biomedical Engineering
	<input type="checkbox"/> Radiation Safety	<input type="checkbox"/> Professionalism & Ethics
	<input type="checkbox"/> Supervisor/Management Skills	
	<input type="checkbox"/> Other (please specify) _____	

Target Audience _____

Est. No. of attendees _____ No. of Facilitators _____

Cost for Participation _____

Venue _____
Venue Address _____

Presenters	Name	Resume/Bio Attached
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Please submit any extra speakers as an attachment

Program Date	Time/s	Session	Running Sheet Attached <input type="checkbox"/>	Estimate CPD hours
<i>Total</i>				

Learning
Outcomes:

Will there be any pre or post activities?

- No
 Yes- please give details:

Pre-event Activity:

Post- event Activity

Feedback Method:

*(how will feedback
be collected and
used?)*

Previously run?
Previously endorsed?
Is this event endorsed
by any other
professional bodies?
(If yes, please specify)

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Declaration

I declare the information given in this application is true and accurate. I agree to abide by the Terms and Conditions of the ACPSEM CPD Endorsement in the event this application is approved.

Signature or initials

Date

Office Use Only

Received:	
To CPDC:	
Notification:	

TERMS AND CONDITIONS

1. The endorsement fee covers the cost of assessment, administration and advertising associated with the endorsement. The fee is payable upon successful endorsement of a course. Current fee can be found on our website. A 10% discount is applicable to company associate members.
2. Endorsement is valid for the applied course only and over a specified timeframe:
 - One off Course Endorsement- for one course on the specified date only
 - 12 month Endorsement- for repeated presentation of the specified course over the period of 12 months only.
3. Participant's attendance, participation and/or progress must be recorded by the endorsed provider.
4. Participants should receive documentation (e.g. certificate of attendance) as evidence of their full attendance, participation and completion of the endorsed course.
5. Endorsement is valid for activities that have paid the endorsement fee within six (6) weeks of endorsement or one (1) week prior to the event, whichever is closer.
6. Regarding the ACPSEM CPD Endorsed Logo:
 - Must be used in full without modification
 - The Endorsed Provider must make every attempt to ensure the logo is clear and professional. The logo is give as EPS format so is scalable and has a clear background.
 - The Endorsed Provider is authorised to use the ACPSEM CPD Endorsed logo in relation to promotion of and material for the endorsed event only.
7. The ACPSEM reserves the right to revoke endorsement for events that were significantly different to the information outlined in this application.
8. If unsuccessful, applicants are invited to reapply after two months with demonstration of changes to meet the ACPSEM expected standards for CPD (based on feedback from the unsuccessful application).
9. The endorsed activity must be conducted in a manner consistent with the ACPSEM's Code of Ethics.