

## Validation Framework Summary | 2015



**SUMMARY OF VALIDATION REQUIREMENTS: APPROVED SERVICE PROVIDERS**

CPD ACTIVITY		Documents to be submitted	Validation period	Time required to review		Use of logo and validation number
Courses and Workshops		<ul style="list-style-type: none"> <li>• Course material</li> <li>• CV of trainers</li> <li>• Marketing material</li> <li>• Attendance register</li> <li>• Evaluation form</li> </ul>	<ul style="list-style-type: none"> <li>• 2 years</li> </ul>	Training courses 1-2 days	4 weeks prior to event	<ul style="list-style-type: none"> <li>• Cover page of all marketing material</li> <li>• Cover page of training material</li> <li>• Registration form</li> <li>• Attendance register</li> <li>• Attendance certificate</li> <li>• Website</li> </ul>
				Training courses 3-5 days	6 weeks prior to event	
				Seminars (3 days or less)	3 weeks prior to event	
Conferences	Networking Conference	<ul style="list-style-type: none"> <li>• Programme</li> <li>• Speaker/s biography</li> <li>• Marketing material</li> <li>• Attendance register</li> <li>• Evaluation form</li> </ul>	<ul style="list-style-type: none"> <li>• Only valid for the event</li> </ul>	<ul style="list-style-type: none"> <li>• 3 weeks prior to the event</li> <li>• Final programme one week prior to event</li> </ul>	<ul style="list-style-type: none"> <li>• Cover page of all marketing material</li> <li>• Registration form</li> <li>• Attendance register</li> <li>• Attendance certificate</li> <li>• Website</li> </ul>	
	International Industry Conference	<ul style="list-style-type: none"> <li>• Programme</li> <li>• Speaker/s biography</li> <li>• Marketing material</li> <li>• Attendance register</li> <li>• Evaluation form</li> </ul>	<ul style="list-style-type: none"> <li>• Only valid for the event</li> </ul>			
	Professional Development Conference	<ul style="list-style-type: none"> <li>• Programme</li> <li>• Speaker/s biography</li> <li>• Marketing material</li> <li>• Attendance register</li> <li>• Any training content</li> </ul>	<ul style="list-style-type: none"> <li>• Only valid for the event</li> </ul>			
Seminars		<ul style="list-style-type: none"> <li>• Programme</li> <li>• Speaker/s biography</li> <li>• Marketing material</li> <li>• Attendance register</li> <li>• Any training content</li> </ul>	<ul style="list-style-type: none"> <li>• Only valid for the event, dependent on the event type</li> </ul>	<ul style="list-style-type: none"> <li>• 3 weeks prior to the event</li> </ul>	<ul style="list-style-type: none"> <li>• Cover page marketing material</li> <li>• Registration form</li> <li>• Attendance register</li> <li>• Attendance certificate</li> <li>• Website</li> </ul>	
Lectures		<ul style="list-style-type: none"> <li>• The programme/Lecture</li> <li>• CV of presenter/s.</li> <li>• Evaluation form</li> </ul>	<ul style="list-style-type: none"> <li>• Only valid for the event</li> </ul>	<ul style="list-style-type: none"> <li>• 3 weeks prior to the event</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
Publications		<ul style="list-style-type: none"> <li>• Copy of the publication(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Only valid for one year</li> </ul>	<ul style="list-style-type: none"> <li>• 3 weeks prior to the publication</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	

