

PROVIDER RESOURCE

CPD submission checklist

A practical check before you submit learning material for review.

Provider / organisation

CPD activity title

01 Activity, audience and content

- ☐ **A clear activity title**
Use a descriptive title that tells learners what the CPD covers.
- ☐ **An identified audience**
State the roles, experience level and any prior knowledge expected.
- ☐ **Specific learning outcomes**
Explain what learners should understand or be able to apply afterwards.
- ☐ **A suitable agenda and duration**
Show the learning sequence and actual learning time, excluding breaks.
- ☐ **Complete learning materials**
Include the slides, handout, recording or other content for review.
- ☐ **Educational value**
Make learning the main purpose and distinguish it from product promotion.

Use this checklist as a preparation aid. A completed checklist does not submit an application or award accreditation.

EVIDENCE & FINAL CHECKS

Ready for review.

Check the supporting information and agree the next step with ACQP.

02 Supporting evidence

- ☐ **Technical sources and references**
Identify the evidence behind technical claims and check that it is current.
- ☐ **Presenter knowledge and experience**
Provide qualifications or experience relevant to the subject being taught.
- ☐ **Participation and completion**
Explain how attendance, participation or completion will be recorded.
- ☐ **Permissions and accessible materials**
Confirm your right to use images and content. Make text and diagrams legible.
- ☐ **Provider and contact details**
Give the organisation name, contact person and an email for review queries.
- ☐ **Scope and next steps confirmed**
Check the applicable route, fees, review timescale and approval conditions.

03 If you are submitting to the CPD Library

Prepare a public title, overview, learning outcomes, subject, format and duration. Attach a PDF of up to 30 MB or provide a learning link. Contact details are kept for the review team; publication is a separate decision from accreditation.

Speak to the team: cpd@acqp.co.uk | 01206 688 058
Keep a copy of the exact material submitted and any review correspondence.