

**AOA CPD: Accreditation of educational activity**

This form is to be used by external groups who wish to seek accreditation of an educational activity for CPD points. This form should be read in conjunction with the Accreditation of Educational Activities policy.

A copy of all relevant supporting documentation must be attached to this form upon submission, and the credit card authority form at the foot of the document must be completed. Upon approval of the application the fee will be collected.

Organisation name	
Contact name and position	
Contact phone and email	
Name of activity/event	
Activity type	<input type="checkbox"/> Scientific meeting <input type="checkbox"/> Other meeting <input type="checkbox"/> Training course <input type="checkbox"/> Webinar/online activity <input type="checkbox"/> Other:
Activity date(s)	
Venue	
Expected # of attendees	
Number of educational content hours (excluding breaks)	
Please provide a brief description of the activity.	
Please identify the subject matter experts involved in development of the activity content, and identify if any AOA members were involved.	

Accreditation of educational activity

<p>Please describe the learning outcomes and objectives of the activity. If the activity is aimed at trainees, please identify how the content is consistent with the AOA 21 Curriculum.</p>	
<p>Please identify the subject matter experts involved in development of the activity content, and identify if any AOA members were involved.</p>	
<p>Please describe the assessments (if any) associated with the activity.</p>	
<p>Please describe how the activity is being funded, including any attendance/registration fees, sponsorship or inducements.</p>	
<p>Please describe how attendance will be recorded and whether attendance records for AOA members will be made available to AOA after the event conclusion.</p>	
<p>Please describe any other relevant details in relation to the activity.</p>	



**Declaration**

*Applicant Declaration: All information I have provided to support this application is true and correct. I acknowledge that I will be required to pay an application fee of \$160 (excl. GST) prior to my application being processed. I authorise AOA to make any enquiries necessary to assist in the assessment and verification of this application, and to use any information supplied in this application for that purpose.*

Name	
Signature	
Date	

**Attachment checklist**

The following documents must be provided where applicable in support of an application for accreditation:

- Course outline/syllabus, including subjects undertaken by participants
- Workshop or meeting program
- Attendance certificate template or course completion certificate template
- Participant feedback/evaluation mechanism
- Promotional material associated with the activity

**Contact information**

For further information regarding the accreditation of educational activities, please contact the AOA CPD team:

Ph: (02) 8071 8029  
 E: cpd@aoa.org.au

**Credit Card Authority:**

Type of Card    Visa    Mastercard

Name on Card.....

Card Number.....Expiry date:.....

Signature:.....Date.....

