

Form No.: ECPD1.7
(Vers 1.0 Apr 2024)



**CPD Service Provider
Verification Application**



Please complete and return to CEASA (admin@ceasa.org.za)

1. Applicant Details:

Name of Organisation/Company/
Institution/Association:

known as (if applicable):

Phone Number (central):

Website URL (if applicable):

VAT Number (if applicable):

Physical Address:

Address 1

Address 2

City

Province

Country

Zip/Postal Code:

2. Person applying for verification on behalf of Applicant:

Surname and Initials:

Title (Prof/Dr/Mr/Ms):

Position Held:

Phone Number:

Email Address:

Identification No: (SA ID or
Passport No. if foreign national)

3. Person acting as the administrator on behalf of Applicant:

Surname and Initials:

Title (Prof/Dr/Mr/Ms):

Position Held:

Phone Number:

Email Address:

I, _____ in my capacity as
_____ and authorised representative of
_____ hereby apply, on behalf of
the Organisation/Company/Institution/Association to be recognised as a ECSA CPD Verified Service Provider
in terms of the Rules: Continuing Professional Development and Renewal of Registration (Board Notice 86 of
2017) and Section 10 of the Standard for Continuing Professional Development (ECPD-01-STA).

I enclose the required information/documentation in support of the application and confirm that the information/
documentation, to the best of my knowledge, is accurate and complete.

Signed on the _____ day of _____ (month & year).

Signature

ATTACHMENTS/DOCUMENTS TO ACCOMPANY APPLICATION:

- 1) Valid certified company registration certificate (if applicable)
- 2) Applicant profile (type and range of activities)
- 3) Scope of CPD Developmental Activities (registration category, discipline, area of specialisation and type of programme)
- 4) Valid tax clearance certificate (good standing with SARS or equivalent, if applicable)
- 5) Process for certifying/confirming activities and participant attendance
- 6) Agreements in place (e.g. for venue, presenters, coordinators) – if services are to be outsourced, supporting documents must be provided with detailed information
- 7) Contingency plans to ensure that registered persons receive subscribed CPD Activities
- 8) Refund process and policy
- 9) Evidence of an appropriate **Quality Management System** related to the administration and offering of CPD Activities,¹ including the following elements:
 - A broad outline of the programme of activities for the forthcoming year
 - Database containing information on CPD Activities
 - Document and data control procedure and systems
 - Procedure and systems for enrolment and registration of participants
 - Procedure and system for monitoring and recording attendance for the duration of the activity (to include the attendance register)
 - Procedure and system for certification (to include the attendance certificate)
 - Procedure and system to be used to obtain feedback and evaluate the CPD event
 - Quality assurance to meet the requirements for validating CPD Activities.

¹ In essence, the CPD Service Provider must have the capacity and the ability to produce high quality training events, and these must be established prior to the hosting of CPD Activities.