

## INDIVIDUAL APPLICATION FOR ACCREDITATION OF CONTINUING EDUCATION EVENTS OR ACTIVITIES

### Guidelines for Practitioners

Practitioners should refer to the Board's CPD Accreditation Policy for Optometrists and CPD Accreditation Policy for Dispensing Opticians to ensure that the event meets requirements for accreditation.

In order to evaluate an event for points, the Board's CPD Accreditation Committee (Accreditation Committee) members require the following information:

- details of the CPD provider;
- event or course title, format (e.g. lecture, workshop, distance-learning module), and an outline of content and/or a copy of the programme;
- its duration (including that of individual segments if there are several activities in the programme, e.g. lecture followed by a facilitated question and discussion session);
- learning objectives
- number of continuing education (CE) hours to be accredited

For activities with presentations, please include the following:

- name and brief resume of each presenter (100 words maximum);
- title and abstract of each presentation (100 words maximum);

The number and type of CPD credits will be awarded based on educational quality and time for activity.

The Accreditation Committee may need to request additional information. Accreditation will not be granted until all information sought has been supplied.

## **CPD ACCREDITATION CHECKLIST**

Please complete this checklist before sending in your application for accreditation, to ensure that all the required information is provided. This list is for your own use and should not be sent in with your application.

- Is your application typed, or if handwritten, is it legible?
- Have you included the details of the CPD provider?
- Have you included the event title, format and learning objectives?
- Have you included an outline of the content and/or a copy of the program?
- Have you included the duration of program and individual segments if applicable?
- Have you provided the name, title and brief description of the presenter(s) if applicable?

**CPD ACCREDITATION APPLICATION FORM - PLEASE TYPE IF POSSIBLE.**

Complete and email to: Optometrists & Dispensing Opticians Board  
[Adele.Shoebridge@odob.health.nz](mailto:Adele.Shoebridge@odob.health.nz).

Or send to: Optometrists & Dispensing Opticians Board, Level 5, 22 Willeston Street, PO Box 9644, Wellington 6141

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***Details of Provider (person, institution or organization providing CPD activity)***

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**Name:**

**Email:**

**Phone:**

**Web:**

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***Details of Activity (CPD event/activity/course)***

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**Title:**

**Location:**

**Was this activity available via the internet?** **Yes** **No**

**Was this activity a teleconference?** **Yes** **No**

**Number of CPD points you're applying for:**

**Optometrists:**

**GEN Points:**

**CD Points:**

**Glaucoma Peer Review Points:**

**Glaucoma General Points:**

**Cultural Points:**

**Ethical Points:**

**Dispensing Opticians**

**GEN Points:**

**CD Points:**

**Glaucoma Points:**

**Cultural Points:**

**Ethical Points:**

**Total number of hours to be accredited:**

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## SUMMARY OF CE CONTENT

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**Format:**   Lecture       Workshop       Conference       Article       Other (please specify)

**Duration:**

**Key Learning Objectives:**

**Content:**

(Please provide enough information or supporting documentation about the learning component to assess the quality and relevance of the activity)

**DETAILS OF PRESENTER (if applicable)**

**Name:**

**Presentation title:**

**Duration of presentation:**

**Time Allowed for Questions/Discussion:**

**Abstract:**

(including statement of educational objectives, 100-word max)

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If the programme involved *more than one* presentation, please copy this page and attach abstracts and details for all presentations and presenters. Where a presenter is making more than one presentation, only one resume needs be provided, but abstracts of all presentations must be submitted. If you received a conference pack that included all this information, simply copy and send us this information.