

Professional Board for Environmental Health Practitioners

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Subject:	SOP for CPD programme	Doc number:	SOP01
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Signature:			

1. ABBREVIATIONS

EHP	-	Environmental Health Practitioner
PB for EHPs	-	Professional Board for Environmental Health Practitioners
CEU	-	Continuing Educational Units
CPD	-	Continuing Professional Development
HPCSA	-	Health Professions Council of South Africa
SAIEH	-	South African Institute for Environmental Health
SANC	-	South African Nursing Council
CHE	-	Council for Higher Education
EH	-	Environmental Health
SOP	-	Standard Operating Procedure

2. STATEMENT

In order to effectively manage the accreditation of accreditors, service providers, non-accredited organisations, practitioners and individuals who wishes to accumulate Continuous Education Units (CEU's), procedures will be documented to outline responsibilities, authority and actions needed.

3. AIM OR PURPOSE

- 3.1 The aim of this operating procedure is to ensure that the Standard Operating Procedure (SOP) is followed for the:
- accreditation of CPD accreditors and service providers;
 - management of non-accredited organisations and individuals delivering CPD programmes;
 - accumulation of CEU points for all Environmental Health Practitioners.
- 3.2 To provide clarity on the standard operating procedure on matter relating to CPD programme.

4. SCOPE

This SOP applies to all Environmental Health Practitioners, THE CPD accreditors and service providers.



5. INFORMATION

5.1 To obtain information regarding the CPD programme, please contact the following officials:

- Head of Division: Professional Practice – Mr Mpho Mbodi on email: mphomb@hpcsa.co.za
- Professional Practice officer: Dr Karabo on email: boledik@hpcsa.co.za
- CPD official: Raylene Symonds on email: raylenew@hpcsa.co.za

5.2 Non-Board approved training providers – Training Providers not accredited by the CHE and the PB for CPD purposes should submit the application to any of the listed contacts above.

5.3 Registered EHPs can utilise the online portal of the HPCSA to submit the online enquiries on any matter relating to CPD Programme.

NB: APPLICATIONS MUST BE SUBMITTED AT LEAST A MONTH BEFORE THE INTENDED DATE OF THE EVENT AS THE OVERALL ACCREDITATION PROCESS WILL TAKE ONE MONTH.

Accreditors must submit their recommendation on the application within 14 days (maximum) after receiving the application.

ANNEXURES

1. Application for Accreditation as a service provider (Form CPD2).
2. Information to accompany the application form for Training Institutions;
3. List of evidence for Training Institutions;
4. List of evidence for Organisations;
5. Information to accompany the application form for Organisations.
6. Information to accompany the application form for Individuals;
7. List of evidence for Individuals;
8. Guidelines for allocation of CEU's;
9. Information for service providers re record keeping and CEU allocation;
10. Application for approval of CPD activities (Form CPD2A);
11. Accreditation fees for Environmental Health activities;
12. List of CPD Accreditors from the Educational Committee that will approve individual applications.
13. Example of the individual activity record.



STANDARD OPERATING PROCEDURE

1. PROCEDURE FOR SERVICE PROVIDERS APPLYING FOR ACCREDITATION

1.1. EDUCATIONAL INSTITUTIONS/PRIVATE TRAINING ORGANISATIONS & LEVEL 2 ACTIVITIES:

- a. All applications must be completed on Form CPD2 (**Annexure 1**) and all relevant information must accompany the application – **Annexure 2**;
- b. All applicants must provide evidence as listed in **Annexure 3**;
- c. All applications should be directed to the CPD Officials;
- d. If all the necessary information is not provided, the application will not be considered and the documents will be referred back to the applicant, only to be reconsidered at the next meeting when submitted with all the necessary documents/evidence;
- e. All short courses submitted by Universities of Technology must first be approved by the University Senate and the approval be attached to the necessary documents required with the application.
- f. The application will not be considered unless proof of full payment has been submitted to the Board Manager according to the fees determined by the Prof Board for EHPs – **Annexure 12**;
- g. If the application was successful, the institution will be informed in writing by the CPD Officials of the HPCSA, including the accreditation number.– see example – **Annexure 4**;
- h. The details of the service provider will be kept on record by the HPCSA
- i. Accreditation for accreditor is valid for five years, accredited service provider is valid for one year and service provider is valid for one activity, therefore re-apply should be submitted accordingly.

- j. An accredited service provider/service provider shall keep record of information regarding each activity that will be presented for CPD purposes before that Activity Number and accompanying CEU's are published – see **Annexure 10**;
- k. If a non-Board approved educational institution applies for accreditation as an accredited service provider, a more detailed submission would be required and a more in-depth evaluation would be done.
- l. Applications for renewal of accreditation of the activity/ies approved the year before can be managed by the administration provided there are no changes to the course content.
- m. All CPD activities must be uploaded by the accredited service provider/service provider in the prescribed manner required by the HPCSA, within 14 days of the date of the CPD activity.

2. PROCEDURE FOR NON-ACCREDITED ORGANISATIONS OR INDIVIDUALS OFFERING ONCE OFF CPD ACTIVITIES

2.1. ORGANISATIONS (LEVEL 1 ACTIVITY):

- a. All applications must be completed on Form CPD2A (**Annexure 11**) and all relevant information must accompany the application - **Annexure 6**;
- b. All applicants must provide evidence - **Annexure 5**;
- c. All applications should be directed to the Professional Practice CPD Officials and will forward an electronic copy to the relevant accreditors - see list and contact details – **Annexure 13**;
- d. All applications will be considered by the relevant CPD Accreditors and if the application was successful, the organisation will be informed in writing by the Professional Practice CPD Officials , including the accreditation number that has to appear on all CPD-certificates – see example – **Annexure 4**;
- e. If all the necessary information is not provided, the application will not be considered and the documents will be referred back to the applicant, only to be reconsidered if submitted as a new application with all the necessary documents/evidence;



- f. The application will not be considered unless proof of full payment has been submitted to the HPCSA according to the fees determined by the Professional Board – **Annexure 12**;
- g. The details of the organisation will be kept on record by the HPCSA;
- h. All CPD activities must be uploaded in the prescribed manner to the HPCSA within 14 days of the date of the CPD activity.

2.2. INDIVIDUALS (LEVEL 1 ACTIVITY):

- a. All applications must be completed on Form CPD2A - **Annexure 11** and all relevant information must accompany the application - **Annexure 7**;
- b. All applicants must comply with evidence - **Annexure 8**;
All applications should be directed to the Professional Practice CPD Officials that will forward an electronic copy to the relevant CPD Accreditors – **Annexure 13**;
- c. All applications will be considered by the relevant CPD Accreditors reviewers and if the application was successful, the organisation will be informed in writing by the Professional Practice CPD Officials, including the accreditation number.
- d. The application will not be considered unless proof of full payment has been submitted to the Professional Practice CPD Officials according to the fees determined by the Prof Board – **Annexure 12**;
- e. If all the necessary information is not provided, the application will not be considered and the documents will be referred back to the applicant, only to be reconsidered if submitted as a new application with all the necessary documents/evidence;
- f. The details of the individual will be kept on record by the Professional Practice CPD Officials All CPD activities must be uploaded in the prescribed manner by the service provider to HPCSA within 14 days of the date of the CPD activity.

3. PROCEDURE FOR ACCREDITORS

- a. The Education, Training and Registrations Committee (ETRC) of the PB is the only Accreditor for the PB for EHPs regarding all CPD activities; Organisations and Individual applications will be considered and approved by representatives from the ETRC – **Annexure 13**;
- b. The accreditor will make a decision on the application within 5 working days of receipt of application
- c. The Accreditor will follow the guidelines for accreditor as approved by the CPD committee of the HPCSA;
- d. Approved service providers and non-accredited organisation and individuals will be notified in writing by the HPCSA;
- e. The Accreditor will not consider incomplete applications;
- f. The application will not be considered unless proof of full payment has been submitted to the HPCSA according to the fees determined by the Board – **Annexure 12**;
- g. The Accreditor will keep a record of each activity to be presented for CPD purposes before the accreditation number and CEU's are published.
- h. The Accreditor will conduct quality checks on the CPD activities from time to time

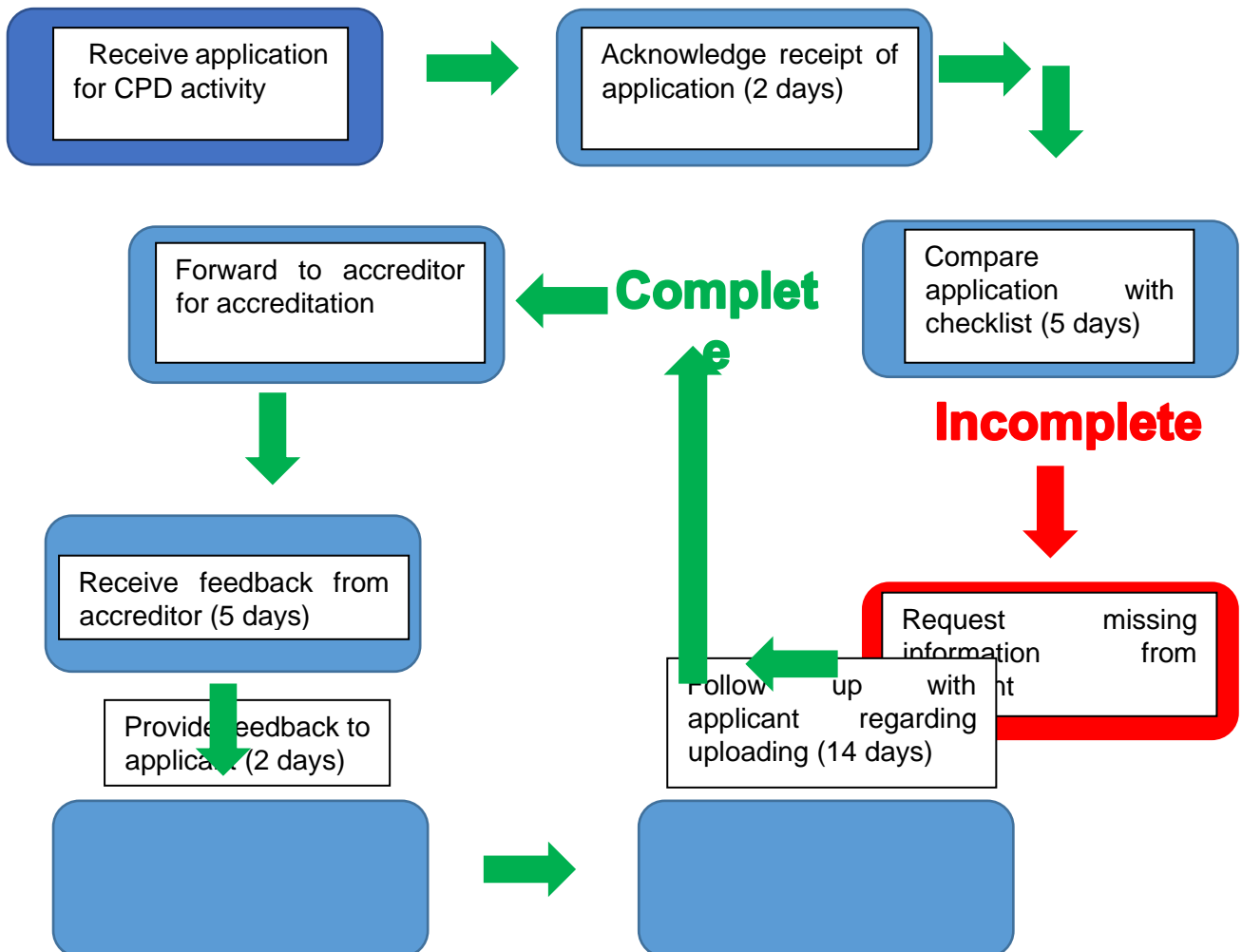
4. PROCEDURE FOR ENVIRONMENTAL HEALTH PRACTITIONERS

- a. All EHPs attending any CPD activity, must request the accreditation number of that specific activity beforehand to ensure that the activity has been accredited;
- b. CEU's are accumulated according to guidelines for allocation of CEU's – see **Annexure 9**

5. PROCEDURE FOR ADMINISTRATION OF CPD APPLICATIONS

- a. Receive application for CPD activity
- b. Acknowledge receipt of application (2 working days)
- c. Compare application with checklist (5 working days)
- d. If correct forward to accreditor for accreditation
- e. If incorrect request missing information from applicant
- f. Receive feedback from accreditor (5 working days)
- g. Provide feedback to applicant including upload document to be populated for CEU's (2 working days)
- h. Follow up with applicant regarding uploading of CEU's (14 days after date of activity)

Keep record of all applications received including name of applicant, date received, name of activity.



Authorised by: Chairperson: education, training and registrations committee

ANNEXURE 1

 <p>HPCSA Health Professions Council of South Africa</p> <p>Form CPD 2</p>	<p>APPLICATION FOR ACCREDITATION AS A SERVICE PROVIDER</p> <p>TRAINING INSTITUTIONS/PROFESSIONAL ASSOCIATIONS/PROFESSIONAL INTEREST GROUPS</p>
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Complete and submit electronically or in hard copy to the Professional Practice CPD Official

Providing organisation and/or Name of provider	
Name of responsible person	
Name of CPD co-ordinator or administrative person	
Postal Address	
Contact Telephone	
Contact Fax No	
E-mail address	



The following information must be submitted in support of your application

A broad outline of the programme for the forthcoming year	
What facilities are available for the presentation of CPD activities (lecture rooms, etc)	
What method will be used to record attendance?	
What fees will be levied for CPD activities in Level 1	
What method will be used for obtaining feedback or evaluation of the event?	
What involvement or experience do you/your	

institution have in health care education?		
Who are your proposed target audience, e.g. , EHP		
Has an application already been submitted to another Accreditor requesting approval?	YES	If YES, to whom and what was the outcome?
	NO	

In order to be accredited as a service provider you have to agree to: Record attendance and CEUs awarded for each attendee, record the identity of every participant including the professional registration number at the CPD activities and validate attendance for the **entire** event, validate completion of the CPD activity by the participant, provide the participant with evidence of completion, safe keep the records for at least 3 years, be subjected to quality assurance checks as may be deemed necessary by the HPCSA from time to time

SIGNED

DATE

ANNEXURE 2

GUIDELINES FOR APPLYING FOR SERVICE PROVIDER STATUS

1. Educational institutions (including facilities in the private, health and education public sectors)

- The name of the Department/s, Discipline/s or Unit/s that will offer CPD;
- The name of the Manager or Chairperson of that Department or Discipline (and/or a formally designated CPD officer);
- The contact telephone number or email address of that person;
- A broad outline of the programme for the forthcoming year (the names and qualifications of the presenters of CPD activities and the topics, are to be submitted on finalisation/completion of the programme);
- The facilities available for the presentation of CPD activities (lecture rooms, seminar rooms, breakaway rooms; internet access, e-mail; computers and data projectors, overhead projectors, copier; dedicated administrative support, name and contact details of this person);
- The scale of fees that will be levied for CPD activities in **Level 1, 2 and 3**;

- A copy of the attendance registers form/s that will be used to record attendance;
- and
- An indication of the method for obtaining feedback or evaluation of the event (not the aesthetics, comfort, convenience or ambience of the venue).

ANNEXURE 3

CRITERIA FOR ACCREDITED SERVICE PROVIDER STATUS:

1. **Educational institutions** (including those in the health and education public sector) must provide evidence to support the existence of:

Department/s, Discipline/s or Unit/s that has/have the capacity to deliver CPD through full-time or part-time members of staff

A CPD co-ordinator, contactable by telephone, fax, email;

Dedicated, contactable administrative support;

Facilities for presentation of CPD (lecture rooms, seminar rooms, breakaway rooms; computers, internet access, e-mail; data and overhead projectors; copier);

Paper or electronic attendance records;

Formal evaluation procedure for all CPD activities.

ANNEXURE 5

CRITERIA FOR NON-ACCREDITED ORGANISATIONS OFFERING ONCE OFF CPD ACTIVITIES IN LEVEL 1 AND 2

Organisations such as public and private hospitals; private non-profit groups; Commercial enterprises or companies that support health professionals through products or services; schools; non-government organisations shall apply for accreditation of once off activities in level 1 and 2 on Form CPD 2A and supply the relevant documentation. **(Organisations do not qualify for accredited service provider status)**

- A reference from a training institution, professional association in support of the application (this should reflect the relevance of the activities that will be provided, an indication of the code of conduct that guides and informs the organisation's business practices, the professional and ethical reputation of the organisation and its principals);
- The name of the Department/s or Unit/s, Division/s or Branch/es within the organisation that will offer CPD;
- The name and professional qualification/s of the Manager or Chairperson of that Department or Unit (or a formally designated CPD officer);
- The contact telephone number or email address of that person;
- A broad outline of the programme for the forthcoming year (the names and qualifications of the presenters of CPD activities and the topics, are to be submitted on finalisation/completion of the programme);
- The facilities available for the presentation of CPD activities (lecture rooms, seminar rooms, breakaway rooms; internet access, e-mail; computers and data projectors, overhead projectors, copier; dedicated administrative support, name and contact details of this person)
- The scale of fees that will be levied for CPD activities in **Level 1 and 2**;
- A copy of the attendance register form/s that will be used to record attendance;

- An indication of the method for obtaining feedback or evaluation of the event (not the aesthetics, comfort, convenience or ambience of the venue).

ANNEXURE 6

EVIDENCE THAT ACCOMPANIES THE APPLICATION FORM FOR ORGANISATIONS:

Organisations should also provide with their application evidence to support the existence of:

- access to health professionals who have proven knowledge and skills to provide activities in the relevant area of CPD;
- a CPD co-ordinator, contactable by telephone, fax, email;
- dedicated, contactable administrative support;
- facilities for presentation of CPD (conference venues, lecture rooms, seminar rooms, breakaway rooms; internet access, e-mail; computers and data projectors, overhead projectors; copier);
- paper or electronic attendance records;
- formal evaluation procedure for all CPD activities.
- An indication of the method for obtaining feedback or evaluation of the event (not the aesthetics, comfort, convenience or ambience of the venue).

ANNEXURE 9

GUIDELINES FOR ALLOCATION OF CEUs

Level 1

These are activities that do not have clearly measurable outcomes and are presented on a once-off non-continuous basis. CEUs are allocated according to time, where 1 CEU is equivalent to 1 learning hour to a maximum of 8 CEUs per day.

When an event is presented by a non-accredited organisation or individual, the application for accreditation of the single event/activity is submitted to an Accreditor for approval and allocation of an activity number.

Presenters of such activities can be allocated double CEUs, eg. if an attendee receives 1 CEU, presenters can get 2 CEUs at small group activities. Presenters at large group activities are allocated CEU's from level 2.

These activities include:

Small groups

- (a) Breakfast meetings or presentations;
- (b) Formally arranged hospital or inter-departmental meetings or updates;
- (c) Case study discussions;
- (d) Formally organised special purpose teaching/learning ward rounds (not including the routine daily ward rounds and teaching ward rounds);

- (e) Formally organised special purpose lectures that are not part of a business meeting;
- (f) Mentoring and supervision activities that are specific to certain professions e.g. psychology;

Large groups

- Conferences, symposia, refresher courses, short courses without a measurable outcome, international conferences (must be approved by a SA Accreditor if not accredited/recognised for CEU equivalent in the country where it was held)

Level 2

Education, Training, Research and Publications.

This includes activities that have an outcome but do not constitute a full year of earned CEUs. (Teaching to undergraduate and postgraduate students, and examining, will not be accredited if these activities fall within a registered professional's job description). Presenters/Co-presenters can only claim once for CEU's if the same presentation is given more than once.

- (a) Principal author of a peer reviewed publication or chapter in a book (15 CEUs)
- (b) Co-author of a peer reviewed publication or chapter in a book (5 CEUs);
- (c) Review of an article/chapter in a book/journal (3 CEUs)
- (d) All presenters/authors of a paper/poster at a congress/refresher course (10 CEUs)
- (e) All presenters of accredited short courses (10 CEUs);

- (f) All co-presents of accredited short courses (5 CEUs);
- (g) All co-presenters/co-authors of a paper/poster (5 CEUs);
- (h) Interactive skills workshop with an evaluation of the outcome (10 CEUs per presenter, 5 CEUs per participant)
- (i) Multiple Choice Questionnaires (MCQ) in journals, including electronic journals with a pass rate of 70% (3 CEUs per questionnaire);
- (j) Guest/occasional lecturer at an accredited institution (3 CEUs per lecture);
- (k) Health personnel who supervise undergraduates/interns/postgraduates in clinical/technical training in collaboration with an accredited training institution on a regular basis during the academic year (if not in the job description) (2 CEUs per student up to a maximum of 16 CEUs per calendar year);
- (l) Part time of external examiner of Master and Doctoral thesis on completion (5 CEUs per thesis);
- (m) Dedicated workshops, lectures, seminars on ethics (not including general presentations with a so-called component on ethics) (2 CEUs per hour) ;
- (n) Single modules of Masters degrees with part-time enrolment for study for non-degree purposes (5 CEUs on completion of the module).
- (o) Professional Interest Groups (this could include Journal Clubs if compliant with the criteria) that are formally constituted and present a regularly recurring programme that extends for one year with a minimum of 6 meetings per year. (up to 3 CEUs per attendee per meeting). These activities are on-going or have a measurable outcome that is assessed

according to criteria determined by the group and which may be multi-disciplinary.

Level 3

This comprises of structured learning (by which is understood a formal programme that is planned and recorded, presented by an accredited training institution, evaluated by an accredited assessor, with a measurable outcome).

This category will earn the required CEUs for a year i.e. 30.

Activities include:

- (a) Postgraduate degrees and diplomas that are recognised as additional qualifications by the relevant Professional Board. At the end of each year of study (not exceeding the normal duration of the degree), 30 CEUs could be claimed upon submitting an academic report on progress. An additional 30 CEUs may be claimed on successful completion of the qualification;
- (b) Short courses with a minimum of 25 hours of direct contact time with additional clinical hands-on training, plus a formal assessment of the outcome;
- (c) Learning portfolios;
- (d) Practice audit.

The latter are two new proposals from the HPCSA CPD Committee and it is recommended that individual Professional Boards determine the scope and content of these activities together with the necessary protocols and accompanying documentation.

ANNEXURE 10

INFORMATION FOR SERVICE PROVIDERS ON RECORD KEEPING AND CEU ALLOCATION

1. An accredited Service Provider shall keep a record of the following information regarding each activity that will be presented for Continuing Professional Development purposes before the Activity Number and accompanying CEUs are publicised:
 - Name and number of the accredited Service Provider that presented the activity;
 - The topic of the activity;
 - The level of the activity;
 - The number of CEUs that have been allocated for the activity;
 - The dates (commencement and completion) of the activity;
 - An attendance record that reflects the names and HPCSA registration numbers of all of the attendees (from commencement to completion of the activity);
 - Where relevant, the programme of the activity/application for mentoring and supervision (for quality control purposes by a Professional Board).

2. Accredited Service Providers shall develop and maintain a record keeping system such that all of the records described in (1) will be held for a period of 3 years after the activity has been presented / completed.
3. A Board or designated functionary will be responsible for conducting quality checks on the activities the Service Providers present to their respective practitioners from time to time.
4. Accredited Service Providers have to submit the following information annually to the Professional Board or its delegated authority/Accreditor with regard to the previous year's CPD activities presented:

- (i) A list of all activities presented/completed;

An indication of ethics activities presented; and

- (ii) Further indication as to how the activities would enhance the scope of practice of the profession without mere repetition of the same activities.

4. Accredited Service Providers have to submit a list of approved CPD activities to the HPCSA on a monthly basis unless the annual programme was already submitted.

ANNEXURE 11

 Form CPD 2A	APPLICATION FOR APPROVAL OF CONTINUING PROFESSIONAL DEVELOPMENT (CPD) ACTIVITIES NOTE: Activity Programme and Presenter's CV's required to be submitted with this application
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Please complete and submit for a recommendation to the CPD Official

Name of Providing Organisation and/or Name Of Provider/Name of Individual (Including Registration Number)	
Postal Address of Providing Organisation and/or Provider and/or Individual	
Contact Person (Organisation/Provider/Individual)	
Telephone Number (Incl Area Code) (Organisation/Provider/Individual)	
Fax Number (Incl Area Code) (Organisation/Provider/Individual)	
e-Mail Address (Organisation/Provider/Individual)	
Activity Title	
Date(s) of Activity/Programme	
Venue (Full Address) of Activity (If Applicable)	
	Postal code

Level of Proposed CPD Activity			
Registration Fee involved for participants			
Number of hours Involved			
Suggested CEU's (General)	Level 1	Level 2	Level 3
Suggested CEU's in Medical Ethics, Human Rights and Legal Issues pertaining to health sciences	Level 1	Level 2	Level 3
Suggested number of CEU's (Indicate Maximum Points In each Level)	Level 1	Level 2	Level 3
Specify intended method of evaluation (i.e. Questionnaire)			
Specify the intended mechanism of monitoring attendance (per hour or per session for the duration of the activity)			
Have you applied to another accreditor to have this activity approved. If yes, to whom and what was the outcome	Name of Accrerator:		

Organisations/Providers only:

With the submission of this application, I herewith undertake to monitor the attendance per session, evaluate the presentations as specified and to inform the accreditor accordingly. I recognize the authority of the Board / Accrerator to cancel the accreditation on non-compliance to the criteria.

Signature: **ORGANISATION/PROVIDER/INDIVIDUAL**

Designation:

Date:

FOR THE OFFICIAL USE OF THE ACCREDITOR

This is to certify that(name of Accreditor) -
has agreed to the proposed CPD points as follows:

Level 1	Level 2	Level 3	Ethics/Human Rights/Legal Matters

Specify ethical/human rights/legal matters relating to health sciences

TOTAL:

Specify the reasons why the above-named Accreditor does not agree to accreditation:

.....
.....

SIGNATURE ON BEHALF OF DESIGNATED CPD ACCREDITOR **DATE:**

NAME AND DESIGNATION:	
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ANNEXURE 12

ACCREDITATION FEES FOR ENVIRONMENTAL HEALTH CPD ACTIVITIES

LEVEL	ACTIVITY	* EDUCATIONAL INSTITUTIONS & PRIVATE ORGANISATIONS	**ORGANISATION	*** INDIVIDUAL
1	Small groups(< 30): Presentations, meetings, symposia, case study discussions, technical visits, journal clubs, mentoring/supervising	R 4145 per activity/course annually for all levels of activities	R 1658.00 per activity/course	R70.00
	Large groups (> 30): Conferences, symposia, refresher courses	R 4145.00 per activity/course annually for all levels for all activities	R 1658.00 per activity/course	R70.00
2	Publications (book, journal, article)	–	–	R 50.00 Maximum R 200
	Article review	–	–	R 50.00 Maximum R 200
	Presentations/authors paper/poster at congress	–	Already included in level 1 application	R 50.00 per CEU Maximum R200
	Keynote/invited speaker	–	Already included in level 1 application	R 50.00 per CEU Maximum R200
	Presenter short course/workshop	–	Already included in level 1 application	R 50.00 per CEU Maximum R200
	Article	–	R 50.00 per article & question set	–
	Undergraduate supervisor	–	–	–
	Post graduate examiner	–	–	–
	Single masters modules	–	–	–
Journal clubs with outcome	–	R 210.00	–	
3	Learning portfolios, practice audits	–	–	R 965.00

- * Represents Private training organisations/companies and education & training Institutions registered with the CHE and/or accredited by the PB for EHP to offer environmental health programmes
- ** Represents organisations such as the SAIEH, Epidemiology Society and the SANC. Representation of e.g. Food Control Committees, EH Departments at Municipalities, Provinces and National Government,
- *** Individual Practitioners who attended training programmes not accredited by any Board, consultants, etc.

BANKING DETAILS

Absa bank
Arcadia Branch
Branch code: 632005
Account Name: HPCSA
Account Type: Cheque
Account numbers
Other moneys: 061 00 00 169
Swift code: ABSAZAJJ

ANNEXURE 13

LIST OF PROVINCIAL REVIEWERS FROM THE PROFESSIONAL BOARD THAT WILL APPROVE LEVEL 1 ACTIVITIES

PROVINCE	ACCREDITOR	CO-ACCREDITOR
Eastern Cape	Prof Izanne Susan Human	Dr Samantha Lange
Free State	Mr John Nyambi	Prof Izanne Susan Human
Gauteng	Ms Tembisa Manciya	Mr Daniel Hlanyane
KwaZulu Natal	Adv Siyabulela Pendani	Ms Tembisa Manciya
Limpopo	Dr Samantha Lange	Mr Joseph Shikwambane
Mpumalanga	Ms Mashudu Mukoma	Adv Pendani
North West	Mr Andre van Zyl	Mr Daniel Hlanyane
Northern Cape	Ms Tembisa Manciya	Mr Andre van Zyl
Western Cape	Mr Joseph Shikwambane	Ms Mashudu Mukoma

In cases of conflict of interest an accreditor has to declare their interest to the Chairperson of the Training and Registrations who will appoint another accreditor / co-accreditor from the list above for the evaluation process to be completed.

NB! It must be noted that all applications for accreditation of all continuing professional development (CPD) activities must be sent for the attention of:

Ms Raylene Symonds on email: rayleneW@hpcsa.co.za (012 338 9443)

Postal address: The Registrar/CEO HPCSA P.O Box 205, PRETORIA, 0001

**ANNEXURE 14 EXAMPLE OF THE INDIVIDUAL
ACTIVITY RECORD**

GRAND TOTAL								

I, the undersigned, certify that the information contained in this Individual Activity Record and the attached certificates are correct in all respects.

SIGNATURE

DATE

CHECKLIST	
1. Application form duly completed	
2. CVs of all the presenters	
3. Detailed course content for all topics to be presented on	
4. A programme for the day (with allocated time for each topic and presenter's name)	
5. Template of the attendance register	
6. Template of the evaluation form	
7. Proof of payment of the application fee (R4145 PER activity/course for Universities and Private Organisations, R1658 PER activity course for organisations such as SAIEH and EH Departments at Municipalities, Provinces and National Government	