

FORM A

SAVC APPLICATION FORM FOR ACCREDITATION OF CPD ACTIVITY

<b>Name of providing organization and/or name of provider</b>	
<b>Address</b>	
<b>Name of contact person at the venue</b>	
<b>Telephone number of contact person</b>	
<b>Fax number</b>	
<b>E-mail address</b>	
<b>Name of the activity programme</b>	
<b>Date(s) of proposed activity. Applications for accreditation of CPD must be submitted within a six month period whether the application is made before the activity takes place or after the activity took place.</b>	
<b>Venue of proposed activity—please supply the full address</b>	
<b>Category of proposed activity:</b>  <b>Lecture</b>  <b>Practical</b>  <b>Magazine quiz</b>  <b>Internet/electronic</b>  <b>Other-specify</b>	
<b>Activity presented by (minimum one hour):</b>  <b>Lecturer's/ presenter's name</b>  <b>Educational institution(A)</b>  <b>Individual (B)</b>  <b>Pet Food Company (C)</b>  <b>Pharmaceutical company(D)</b>  <b>South African Veterinary Association Congress Organizers (E)</b>  <b>Other (F)</b>	

<p><b>Indicate the number of hours designated to:</b></p> <p><b>i) formal contact</b></p> <p><b>ii) social contact</b></p> <p><b>iii) duration of entire activity</b></p>	
<p><b>Specify the intended method of evaluation, if any</b></p>	
<p><b>Specify the intended mechanism of monitoring attendance which should include daily attendance registers.</b></p>	
<p><b>Confirm inclusion of a copy of the programme</b></p>	
<p><b>Confirm inclusion of a copy of the proceedings</b></p>	
<p><b>Confirm inclusion of a copy of the presenter/s' CV</b></p>	
<p><b><u>Submit the proposed <i>pro forma</i> certificate which will be issued to attendees. (See below)</u></b></p> <p><b><u>Applications will not be submitted to the CPD AC without the <i>pro forma</i> certificate</u></b></p>	

Signature by provider of CPD activity or on behalf of provider:

.....

Date: .....

Organizers of CPD activities should note that a certificate of successful attendance of a CPD activity should include the following:

1. Name and SAVC registration number of attendee of CPD activity
2. Name of provider of the activity
3. Name of the activity/course etc.
4. Date of the activity
5. South African Veterinary Council's reference number of the activity
6. CPD points allocated
7. Signature of the provider of the event