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## SAVC CPD PROVIDER PORTAL OVERVIEW

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## Glossary

South African Veterinary Council .....	SAVC
Continuing Professional Development.....	CPD
Multiple Choice Questionnaire .....	MCQ

## 1. EXECUTIVE SUMMARY

The SAVC CPD Provider Portal allows for CPD providers to apply for accreditation of activities presented to SAVC Registrars. Registrars attending these activities will automatically be allocated CPD points as part of the service the providers supply.

## 2. WEBSITE OVERVIEW

### 2.1 WELCOME PAGE



The website is self-service site insofar as that the prospective provider needs to self-register before using the site. Once registered, the provider may apply for one or more activities.

Password reset (self-service) via email is also available during the login process.

All communication between the provider and the SAVC staff and Approval committee will be done via messages on this site and the corresponding SAVC admin site. Where appropriate, messages or the announcement of a message will also be sent via email.

An activity will go through stages until it is approved, and an approved activity is valid for 6 years.

The image shows the registration form for the SAVC CPD Provider Portal. The heading is 'Please fill in the following details in order to register to use the SAVC CPD Provider Portal'. Below this is a 'PLEASE NOTE' section stating: 'The registration will send a blue envelope message to the provided email address with a code to verify your registration.' The form fields include: 'Your chosen Username (Maximum of 3 characters)', 'Your chosen Password (Maximum of 8 characters)', 'Repeat your Password', 'CPD Provider Name', 'Physical Address', 'Postal Code', 'First name(s) of Contact Person', 'Surname of Contact Person', 'Contact Telephone Number', and 'Contact Email Address'. At the bottom, there is a CAPTCHA image with the text 'Type the characters you see' and a 'Register' button.

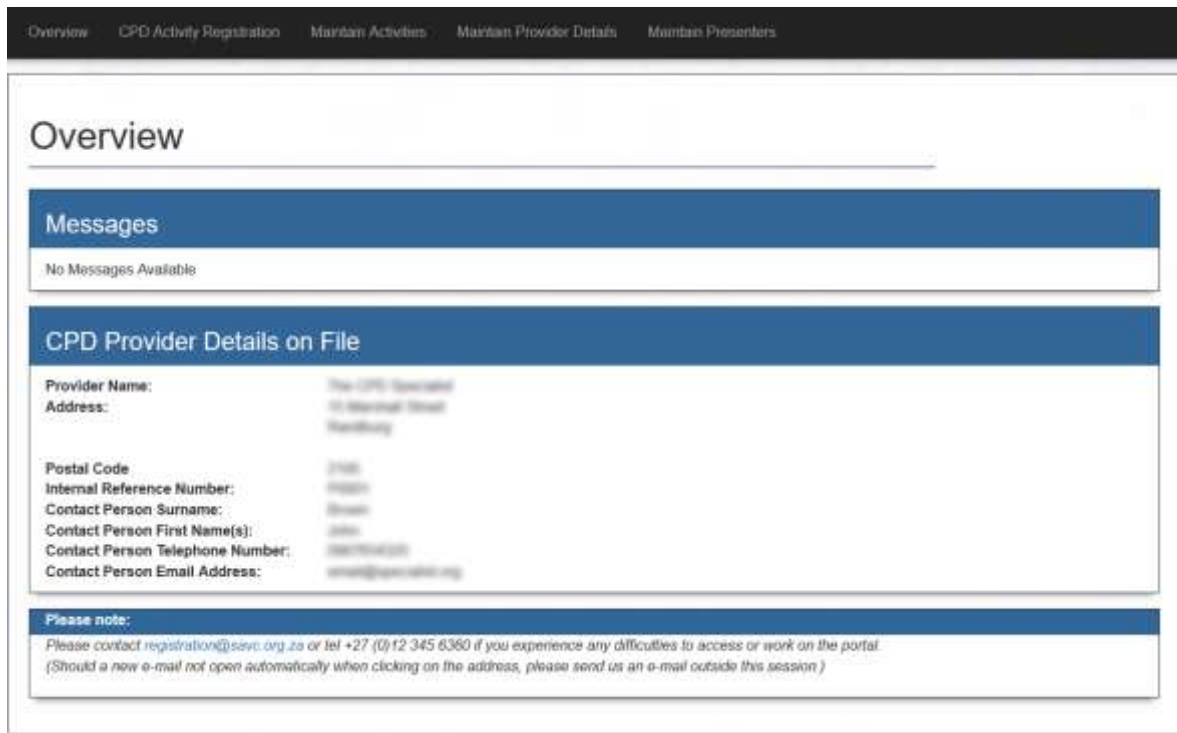
## 2.2 PROVIDER REGISTRATION

The following details are captured during registration:

- Username
- Name of the Provider (Company name or individual)
- Physical address (including postal code)
- First- and surname of the contact person
- Contact telephone number
- Contact email address. The email address is verified during the registration process via an authentication code sent to the provided email address.

## 2.3 MAIN MENU

Once authenticated, the main menu with an overview page will be displayed.



The Message area contains status information and messages with regards to the registration process of an activity.

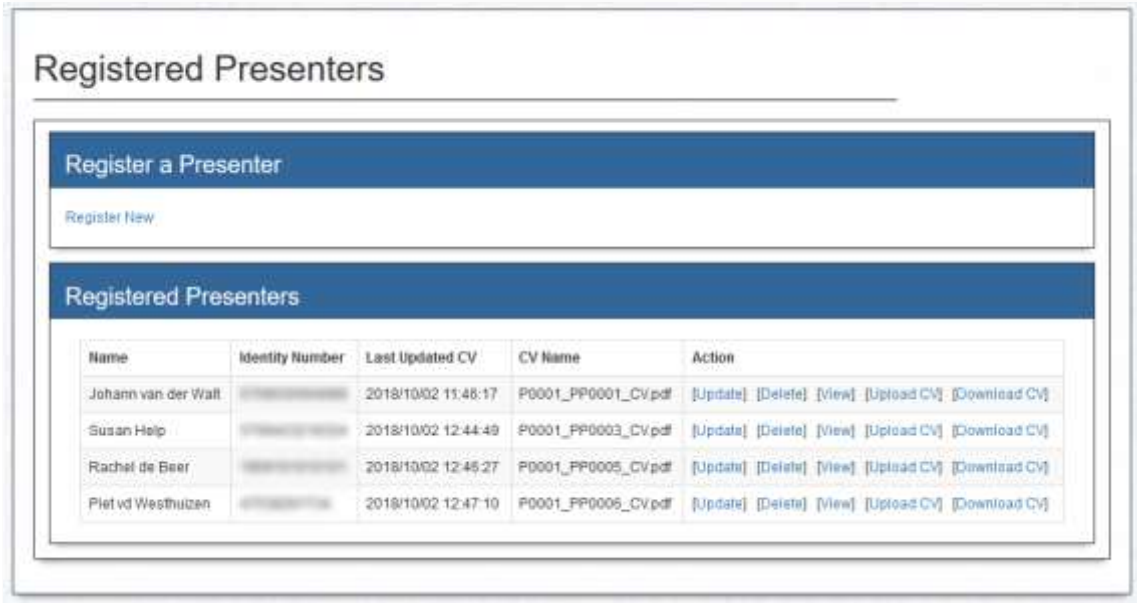
The main menu will be visible at all times for the full duration of the authenticated session.

The menu consists of the following items:

Overview	The Overview Pages as described above.
CPD Activity Registration	Creating a new application for activity registration.
Maintain Activities	Maintain activities that are not yet registered and upload attendance information.
Maintain Provider Details	Maintain the contact details of the provider.
Maintain Presenters	Maintain a list of provider presenters and upload their CVs.

## 2.4 MAINTAIN PRESENTERS

**Before** you apply for accreditation **first** upload the presenters and their CVs. Presenters are maintained on a global (per provider) basis. This allow the provider to define a presenter and upload the presenter's CV once and then use that presenter in multiple activities.



The screenshot displays a web interface titled "Registered Presenters". At the top, there is a blue button labeled "Register a Presenter" and a link "Register New". Below this is a table with the following data:

Name	Identity Number	Last Updated CV	CV Name	Action
Johann van der Walt	[Redacted]	2018/10/02 11:48:17	P0001_PP0001_CV.pdf	[Update] [Delete] [View] [Upload CV] [Download CV]
Susan Help	[Redacted]	2018/10/02 12:44:49	P0001_PP0003_CV.pdf	[Update] [Delete] [View] [Upload CV] [Download CV]
Rachel de Beer	[Redacted]	2018/10/02 12:45:27	P0001_PP0005_CV.pdf	[Update] [Delete] [View] [Upload CV] [Download CV]
Piet vd Westhuizen	[Redacted]	2018/10/02 12:47:10	P0001_PP0006_CV.pdf	[Update] [Delete] [View] [Upload CV] [Download CV]

The following information is captured for a presenter:

Title	MR
First Name(s)	Johann
Surname	van der Walt
Id Number	[Redacted]
Telephone Number	[Redacted]
Email	[Redacted]

## 2.5 CPD ACTIVITY REGISTRATION

The CPD Activity Registration main menu option is the starting point for applying for accreditation.

The activity registration application process guides the provider through several screens.

Based on the answers on the first screen, the second will either be extra information needed for a late submission, or more details about the activity such as venue contact details and the date or dates of the activity at the specified venue or venues.

## 2.5.1 Apply for a new activity

### Apply for new Activity

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Activity Name

Provider Category

Activity Type

Target Professions

- Veterinarians (D)
- Veterinary Specialists (S)
- Compulsory Veterinary Community Service (CS)
- Animal Health Technicians (H)
- Laboratory Animal Technologists (L)
- Veterinary Nurses (V)
- Veterinary Technologists (T)
- Veterinary Physiotherapists (VP)

Formal Contact Hours

Social Contact Hours

Total Activity Duration

Attendance Monitoring Method

Method of Evaluation

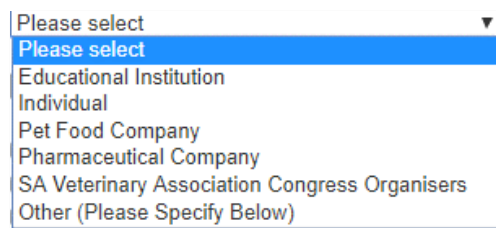
Include Practical  Yes  No

Late Submission  Yes  No

**Save and Continue to Next Step**

### 2.5.1.1 Provider Category

Select one of the available categories or choose "other" to provide a customised provider category.

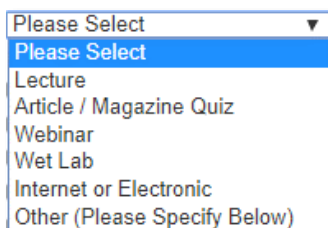


A dropdown menu showing the following options: Please select, Please select (highlighted), Educational Institution, Individual, Pet Food Company, Pharmaceutical Company, SA Veterinary Association Congress Organisers, and Other (Please Specify Below).

Please note that the above list is for demonstration purposes only, the actual list in the system may change over time.

### 2.5.1.2 Activity Category

Select one of the possible Activity Categories from the drop-down list or choose "other" to provide your own category.



Please note that the above list is for demonstration purposes only, the actual list in the system may change over time.

### 2.5.1.3 Target Professions

Select one or more target professions from the options provided.



Please note that the above list is for demonstration purposes only, the actual list in the system may change over time.

### 2.5.1.4 Contact hours / Activity Duration

Please capture rounded amounts (hours). The Committee allocate CPD points according to the activities on your programme. The programme is essential, as this gives a very good idea of actual contact time.

### 2.5.1.5 Activity Registration Validations

The following validations will be carried out during saving of the first step of registration:

## Apply for new Activity

<b>Activity Name</b>	<input type="text"/>	Please provide the Activity Name
<b>Provider Category</b>	<input type="text" value="Please select"/>	Please select a Provider Category
<b>Activity Type</b>	<input type="text" value="Please Select"/>	Please select an Activity Category
<b>Target Professions</b>	<input type="checkbox"/> Veterinarians (D) <input type="checkbox"/> Veterinary Specialists (S) <input type="checkbox"/> Compulsory Veterinary Community Service (CS) <input type="checkbox"/> Animal Health Technicians (H) <input type="checkbox"/> Laboratory Animal Technologists (L) <input type="checkbox"/> Veterinary Nurses (V) <input type="checkbox"/> Veterinary Technologists (T)	Please select the Target Professions
<b>Formal Contact Hours</b>	<input type="text"/>	Please complete the Formal Contact Hours
<b>Social Contact Hours</b>	<input type="text"/>	Please complete the Social Contact Hours
<b>Total Activity Duration</b>	<input type="text"/>	Please complete the Total Activity Duration
<b>Attendance Monitoring Method</b>	<input type="text"/>	Please provider details about the Attendance Monitoring Method
<b>Method of Evaluation</b>	<input type="text"/>	Please provide details about the method of Evaluation
<b>Include Practical</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>Late Submission</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<input type="button" value="Save and Continue to Next Step"/>		

### 2.5.1.6 Activity Registration - Late Submission

If the "Late Submission" control of the previous step is marked as "Yes", a second screen will be displayed where the Provider needs to confirm the following:

## Late Application Confirmation for - Reasons for unusaul hair loss

Confirm the Course took Place:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Copy of Proceedings were Handed Out:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Was there any Deviation from the programme:	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="button" value="Save and Continue to Next Step"/>	



If the provider marks the "Was there any deviation from the programme" as "Yes", an extra field is display where the deviation needs to be explained.

### 2.5.1.7 Activity Registration - Details

After saving the previous step, a screen will be presented to capture the detail of the activity venue and dates.

In order to provide for an activity to have recurring events (at the same or different venues), the activity registration date and venue details is handled as a separate screen. Note that only one AC number will be allocated to the **same content** activities at different venues/dates.

Venue Name	Start Date	End Date	Telephone Number	Venue Contact Person	Actions
Published in the "Cats World" Magazine	2018-10-01	2018-10-31	18638338	Johann	Update Presetives Delete

At least one activity detail must be completed before submitting the application for accreditation.

This is also where the presenters are linked to the activity as it is possible that different presenters may be used at different venues. For details about how to create a provider presenter, see the "Maintain Presenters" section.

To link the provider presenters, click on the "Presenters" button next to an activity detail entry. Select the presenters for the activity at the specific venue by clicking on the "Add to List" button. Note: Because the CVs for provider presenters are uploaded globally through the "Presenters" main menu option, the CV will automatically be available to choose from for this activity.

Select Presenters for [Weight control of cats / Magazine] on [2019-04-04]

Selected Presenters			
Name	Identity Number	Last Updated CV	Action

Available Presenters			
Name	Identity Number	Last Updated CV	Action
Koos van der mense	534567432	2019/10/31 03:57:31	<a href="#">Download CV</a> <a href="#">Add to List</a>

Please Note: The above list only contain names of presenters with valid uploaded CVs.

[Return to Activity Detail](#)

Also, note that only presenters with valid uploaded CVs will be available for selection. If a specific presenter is not displayed, please go to the Presenters menu and upload a recent copy of the presenter's CV.

## 2.6 MAINTAIN ACTIVITIES

The “*Maintain Activities*” main menu option is used to maintain the details of an activity.

The starting point is a list of all activities created by the provider, with their current application statuses. It is displayed in descending order (oldest one at the bottom).

Maintain Activities

Activities on File					
Internal Number	Activity Name	Status	Approval Date	Accreditation Number	Action
0032	Reasons for annual hair loss	Not Submitted Yet			[View Activity] [Update] [Activity Details] [Supporting Documents] [Remove Application] [Submit for Accreditation]
0031	Lecture about Vaccines for Cats	Not Submitted Yet			[View Activity] [Update] [Late Submission] [Activity Details] [Supporting Documents] [Update Attendees] [Remove Application] [Submit for Accreditation]
0030	Custom Lecture about Vaccines	Not Submitted Yet			[View Activity] [Update] [Activity Details] [Supporting Documents] [Remove Application] [Submit for Accreditation]
0022	What are the health benefits of ...	Provider Submitted			[View Activity] [Update] [Activity Details] [Supporting Documents]
0011	Demonstration	Approved			[View Activity] [Update Attendees]

Next to each activity are action links to the actions available for that activity. The actions available will differ based on the status of the activity. For instance, an approved activity will only have the options “*View Activity*” and “*Update Attendees*” and the “*Update Attendees*” action is only available for a late submission and an approved activity.

The following actions may be performed on an activity:

- View Activity
- Update
- Late Submission
- Activity Details
- Supporting Documents
- Update Attendees
- Remove Application
- Submit for accreditation

### 2.6.1 View Activity

This page gives an overview of all the information captured for the activity with links to download all attachments.

#### Activity Details for [Weight control of cats]

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##### Activity Overview

**Accreditation Number:**  
**Activity Status:** Approved  
**Provider Category:** Educational Institution  
**Activity Category:** Webinar  
**Target Professions:** Veterinarians  
**Formal Contact Hours:** 5  
**Social Contact Hours:** 0  
**Total Activity Duration:** 5  
**Attendance Monitoring Method:** Look them in the eyes  
**Method of Evaluation:** MCQ  
**Include Practical:** False

##### Venues and Dates

Venue Name	Start Date	End Date	Telephone Number	Fax Number	Contact Person	Address	Presenters
Magazine	2019-04-04	2020-12-31					

##### Supporting Documents

Document Type	Document Name	Internal Document Name	
Presentations	60 MB File Test	P0001_FA0005_DR21_Presentations_1.pdf	<a href="#">Download</a>

##### Attendance Register

Registration No.	Name	AttendanceDate	Structured Points
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[Return to Activities](#)

### 2.6.2 Update

On this screen the provider may modify the captured detail as required.

The screenshot shows a web form titled "Maintain Activity Application". The form contains the following fields and options:

- Activity Name:** Text input field containing "What are the health benefits of ...".
- Provider Category:** Dropdown menu showing "Other (Please Specify Below)".
- Provider Category Detail:** Text input field containing "Professional Magazine Publication".
- Activity Type:** Dropdown menu showing "Article / Magazine Quiz".
- Target Professions:** A list of checkboxes:
  - Veterinarians (D)
  - Veterinary Specialists (S)
  - Compulsory Veterinary Community Service (CS)
  - Animal Health Technicians (H)
  - Laboratory Animal Technologists (L)
  - Veterinary Nurses (V)
  - Veterinary Technologists (T)
- Formal Contact Hours:** Text input field containing "10".
- Social Contact Hours:** Text input field containing "20".
- Total Activity Duration:** Text input field containing "30".
- Attendance Monitoring Method:** Text input field containing "N/A".
- Method of Evaluation:** Text input field containing "questionnaire".
- Include Practical:** Radio buttons for "Yes" and "No", with "No" selected.
- Late Submission:** Radio buttons for "Yes" and "No", with "No" selected.
- Update:** A black button with white text.

### 2.6.3 Late Submission

When the activity is marked as a late submission, the late submission information may be selected here.

The screenshot shows a web form titled "Late Application Confirmation for - Lecture at". The form contains the following fields and options:

- Confirm the Course took Place:** Radio buttons for "Yes" and "No", with "Yes" selected.
- Copy of Proceedings were Handed Out:** Radio buttons for "Yes" and "No", with "Yes" selected.
- Was there any Deviation from the programme:** Radio buttons for "Yes" and "No", with "No" selected.
- Save and Continue to Next Step:** A black button with white text.

All late submissions must also be accompanied by the list of attendees. When clicking on the "Save and Continue to Next Step" button, the "Activity Attendance" screen will be the next step. For details about "Activity Attendance", see "Update Attendees" below.

## 2.6.4 Activity Details

The same screen for capturing the activity details such as venues, dates and presenters as described previously, will be displayed when you click on this link.

### Activity Details for [Reasons for unnusaul hair loss]

#### Add Activity Details

[Add New](#)

#### Activities

Venue Name	Start Date	End Date	Telephone Number	Venue Contact Person	Actions
Published in the "Cats Worl...	2018-10-01	2018-10-31	10838338	Johann	<a href="#">Update</a> <a href="#">Presenters</a> <a href="#">Delete</a>

[Return to Activities](#)

## 2.6.5 Supporting Documents

Based on the activity type selected, certain supporting documents must be uploaded before submitting the application for accreditation.

### Supporting Documents for [Weight control of cats]

#### Add Documents

The following documents are required for this activity

Programme	Final programme of the Event	<a href="#">Add a Document</a> (Required)
Presentations	Submit all presentations as per the programme	<a href="#">Add a Document</a> (Required)
Multiple Choice Questionnaire	Optionally submit a Multiple Choice Questionnaire	<a href="#">Add a Document</a> (Required)

#### Supporting Documents Uploaded

Document Category	Document Name	Date Uploaded	Actions
Presentations	The Cat as Pet (P0001_PA0005_DR21_Presentations_1.pdf)	2019-10-31	<a href="#">Download</a> <a href="#">Delete</a>

[Return to Activities](#)

The screen consists of two sections, the top section describes the type of documents required, with a button to upload the document for each type. It also shows in brackets whether the document type is required or optional. The bottom section displays a list of already uploaded documents, with an option to download to view the document and an option to remove the document. Note it is possible to upload multiple documents of the same type as in cases that the content needs to be divided because of the size (exceeding 60MB). Add a suffix to the files: Name\_1, Name\_2, Name\_3, etc.

In case of very big documents, you can save your document in a One Drive/Google Drive/Dropbox folder and add the link under the venue address in the venue address menu. Don't make use of any usernames/passwords, etc for access.

All uploaded documents will be available to the Accreditation Committee after submission via an equivalent link.

## 2.7 UPDATE ATTENDEES

The portal provides an interface for the providers to upload the attendance register for all attendees **after** completion of the activity. The "Update Attendees" action is only available for a **late submission** and an **approved activity**.

The Provider portal has the functionality to add attendee detail either as **single entries** or as a **bulk upload**.

The screenshot displays the 'Activity Attendance' interface, which is divided into three main sections:

- Register Attendance for [Weight control of cats]**: This section contains a form with three input fields: 'Search Register Registration Number:' (with the value 'D007/007'), 'Attendance Date:' (with the value '2019-11-08'), and 'Structured Points:' (with the value '6'). A 'Submit Attendance' button is located at the bottom left of this section.
- Bulk Attendance Upload for [Weight control of cats]**: This section features a 'Download Sample' button at the top right, indicated by a red arrow. Below it, there is a 'Select the CSV File to Upload:' field with a 'Choose File' button and the text 'No file chosen'. A 'Replace All:' checkbox is present, with a note '(if not selected, existing attendee data will be left untouched)'. An 'Upload Bulk Attendance' button is at the bottom left.
- Attendance Register**: This section shows a table with the following columns: 'Registration No.', 'Name', 'AttendanceDate', and 'Structured Points'. A 'Return to Activities' button is located at the bottom left.

The screen consists of three sections, namely;

- The top section where individual registrees are added to the attendance register
- The middle part where a bulk upload facility is provided for uploading registrees' attendance information
- The bottom section displays a list of attendees uploaded already with the option to remove an attendee.

There is a link available (see above screen print) to download an example bulk upload file. Use this as a guide to prepare the upload file.

You need the following information for the upload file:

- Registree's registration number
- Attendance date
- Structured point.

Upload a spreadsheet as per the example below.

1. Place each column heading in its **own column**. This means that the excel file must have **5 columns**. Copy the exact naming convention from the example, no caps, spaces, etc.

registree_regno	attendance_year	attendance_month	attendance_day	structured_point
V19/15353	2023	5	24	5
L68/0903	2023	5	24	5
T83/4008	2023	5	24	5

**Note: Do not use any spaces in the numbers, dates or between lines.**

2. The date must be a valid date, not a date range. Use the **start date of the activity** as the date. Format: 2019 8 7
3. When saving the upload-file in Excel, make sure to select the "CSV (Comma delimited) (\*.csv)" option.
4. When you receive error messages when uploading points, send the report with the error messages to the Registration Division at [registration2@savc.org.za](mailto:registration2@savc.org.za) to verify the numbers. Include the names of the attendees in your communication.

### 2.7.1 Edit or delete attendee uploads

Select "Delete" under the "Action" column next to an attendee's name. Reload as a single upload.

Registration No.	Name	Structured Points	Unstructured Points	Action
D87/2008	DR KB NGIDI	3	0	[Delete]
D83/2008	DR A SIBANDA	3	0	[Delete]
D89/2014	DR HJ SIBANDA	3	0	[Delete]

## 2.8 REMOVE APPLICATION

Until the application is submitted for accreditation, the provider may remove the application. This option will not be available once the application was submitted for accreditation.





As this is an irreversible action, a confirmation message will display before the removal process starts.

## 2.9 SUBMIT FOR ACCREDITATION

Once the provider has met all the requirements, the application for accreditation can be submitted.

When the provider clicked on the "Submit for Accreditation" link, an overview page will be displayed. If there are still outstanding requirements, a message will be displayed in red and a button will be available to take him to the necessary screen to complete the requirements.

**Submit for Accreditation**  
[Weight control of cats]

**Activity Overview**

Accreditation Number: [Blank]  
Activity Status: Not Submitted Yet  
Provider Category: Educational Institution  
Activity Category: Webinar  
Target Professionals: Veterinarians  
Direct Contact Hours: 0  
Social Contact Hours: 0  
Total Activity Duration: 0  
Attendance Monitoring Method: Look them in the system  
Method of Evaluation: MCQ  
Include Practical: False

**Venues and Dates**

Venue Name	Start Date	End Date	Telephone Number	Fax Number	Contact Person	Address	Presenters
Magazine	2019-03-04	2019-10-31					

*The list does not display presenters to the activity yet.*  
**Add Presenters**

*The start date of the event cannot be more than 6 months (180 days) before or after your application date. Please provide a special motivation.*  
**Monitor**

**Supporting Documents**

Document Type	Document Name	Internal Document Name	Download
Presentations	The Cat as Pet	P801_PAG006_DR01_Presentations_1.pdf	<b>Download</b>

*The following Supporting Documents are still outstanding:*

Programme	Final programme of the Event	<b>Add the Document</b>
Multiple Choice Questions	Optionally submit a Multiple Choice Questionnaire	<b>Add the Document</b>

**Return to Activities**

Once all requirements are met, the "Return to Activities" button will be replaced with a button to submit the application.



During this submission process, the status will be updated, and emails will be sent out should the CPD Accreditation Committee requires more information. You will receive a final confirmation email with the name of the event and the amount of CPD points allocated once approved.

For Individual Allocation of structured CPD points (events not accredited by SAVC), submit your applications to Ms Lenora Erasmus at [edu.coordinator@savc.org.za](mailto:edu.coordinator@savc.org.za).