



Chapter-Sponsored CPD Content Guidelines and Approval Form



CPD Event Hosting/Development

Chapters wishing to offer or develop CPD activities should do so according to their own PAS Board Rules/Chapter Operations Manual as well as the following:

- One of the original principles of the OACETT CPD Program is that it should not be a significant expense to members. This should be kept in mind when developing or offering CPD activities.
- Content approval will be required to ensure that the activity offered will be acceptable under the OACETT CPD program 4 weeks prior to the event and allowing 10 business days for IETO approval. The form will include:
 - Name of Chapter(s)
 - Title of program and/or description of content including bullet points of topic to be covered
 - If applicable, speaker's name, qualifications and short bio including company name and website address
 - Date of program (must be at least 4 weeks after date of approval submission)
 - Length of program
 - CPD Category and intended learning outcomes
 - What will be given to participants to support attendance (letter, certificate, etc.)
 - Chapter contact for communication (name, email, phone)
- Events should not be advertised as an OACETT CPD event until approval that the activity meets the OACETT CPD requirements is received from IETO.
- Repeat offerings of previously approved CPD will not require submission of another content approval form.
- Activity/meeting notices may be posted as announcements on the CPD electronic portfolio once available.

Communications

- All CPD communications should include contact information for general questions regarding OACETT CPD: cpd@oacett.org Clearly indicate separate contact information for the activity being advertised.
- Clearly indicate in communications whether the chapter-sponsored activity qualifies for CPD or not.



Chapter-Sponsored CPD Content Guidelines and Approval Form



Name of Chapter

Region

Title of Program

Date

Length of Program

Provide a brief description of content including bullet points of topics to be covered:

What are the expected learning outcomes from attending this event:

Identify which of the 4 CPD Categories this activity will relate to:

Speaker's name and bio (include qualifications, company name and web address):



Chapter-Sponsored CPD Content Guidelines and Approval Form



What will be given to each participant to support attendance (letter, certificate, etc.)?

Chapter Contact Name

Chapter Contact Phone

Chapter Contact Email

Return to cpd@oacett.org 4 weeks prior to the event and allowing 10 business days for IETO approval.