

PHYSIOTHERAPISTS BOARD

Application for Accreditation of Continuing Professional Development (CPD) Programme for Registered Physiotherapists

Please read the following instructions:

Before Application

- ☐ This application form is for an activity / programme under Category I "Attendance at lecture / seminar / conference" or Category II "Post-graduate studies", which is **NOT** organised by an Accredited Programme Provider.
- ☐ Before filling in the application form, please check if the activity / programme has been included in the "Pre-Approved CPD Activities" or "Accredited CPD Programmes for CPD Cycle 2023-2026" on Physiotherapists Board Website. If affirmative, you could simply refer to the CPD points awarded and a separate application of awarding CPD points is **NOT REQUIRED**. If not found, please refer to the following steps for application.

Steps for application

1. Visit the Physiotherapists Board Website to download and complete the application form in **fillable pdf format**. To facilitate the efficient processing of the application, form filled in MS Word format or filled by handwriting is **NOT ACCEPTED**.
2. **Send the completed e-Form and relevant supporting documents** to pt.cpd@dh.gov.hk. To facilitate consideration of your application, you are encourage to provide relevant supporting documents for the application. (e.g. promotion pamphlet, introduction of the course/speakers) as detailed as possible. Insufficient information provided may delay the process of the application.

Processing of Education Committee

- ☐ Your application and information will be passed to the Education Committee for its handling and consideration. Kindly allow a processing period of 4-6 weeks. Please note that this timeline may be extended if there is a high volume of applications to process.
- ☐ The application result will be announced by email. Successful application will be accredited CPD points. The relevant information will be uploaded onto Physiotherapists Board website for all registrants' reference.

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Instructions: - Supply complete information directly on this form

Part I : Fact Sheet

1. Name of Applicant: _____

2. Title or Position of Applicant: _____

3. Name of Organization (*if applicable*): _____

4. Address of Applicant or
Applicant's Organization: _____

5. Telephone Number : _____ 6. Fax Number: _____

7. E-mail Address: _____

8. The section administratively and operationally responsible for co-ordinating all aspects of CPD programme offered by the organization (*if applicable*):

(i.e., department/division/unit within the organization responsible for providing CPD programme)

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Part II: Documentation for Accreditation of the CPD Programme:

1. ~ Title of the programme ~										
2. ~ Date, time and duration in hours ~										
3. ~ Programme format ~ <table border="0"><tr><td><input type="checkbox"/></td><td>On-site format</td></tr><tr><td><input type="checkbox"/></td><td>Online format</td></tr><tr><td><input type="checkbox"/></td><td>Lecture / Seminar/ Conference / Meeting</td></tr><tr><td><input type="checkbox"/></td><td>Workshop / Practical</td></tr><tr><td><input type="checkbox"/></td><td>Others (please specify:_____)</td></tr></table>	<input type="checkbox"/>	On-site format	<input type="checkbox"/>	Online format	<input type="checkbox"/>	Lecture / Seminar/ Conference / Meeting	<input type="checkbox"/>	Workshop / Practical	<input type="checkbox"/>	Others (please specify:_____)
<input type="checkbox"/>	On-site format									
<input type="checkbox"/>	Online format									
<input type="checkbox"/>	Lecture / Seminar/ Conference / Meeting									
<input type="checkbox"/>	Workshop / Practical									
<input type="checkbox"/>	Others (please specify:_____)									
4. ~ Venue ~										

5. ~ Aim & objectives ~

6. ~ Contents ~

7. ~ Personnel ~

The person in-charge of the Programme to be accredited:

Name(s)	Qualifications	Position/Title

Teachers, trainers, presenters, speakers, facilitators, etc. for this Programme are:

Name(s)	Professional Qualifications	Position/Title

8. ~ Learning-teaching methods and facilities ~

9. ~ Methods of verifying participation with at least 75% of attendance ~

10. ~ Methods of evaluation of the effectiveness of the Programme ~

11. ~ Confirmation by the Applicant:

To help us process your application as quickly as possible, please verify that you have completed the following items (check as appropriate):

- ☐ All sections of the Application Form are completed.

The following supporting documents are attached:

- ☐ An electronic version or a screenshot of the poster, leaflet, or any promotional materials of the programme applied for accreditation (links to websites, Facebook, Instagram, Weixin, etc will not be accepted).
- ☐ Information about the programme organizer to support its capability in delivering professional development programmes for physiotherapists.
- ☐ If the affiliations of the instructor(s) are related to the product(s) involved in the programme, a declaration of any potential conflicts of interest concerning the title of the applied programme must be provided (for organization applicants only).
- ☐ For product-related programmes, a programme rundown detailing the ratios of lecturing, demonstration, and/or practicum must be provided.
- ☐ Evidence on the requirement for at least 75% attendance to obtain the certificate for the applied programme.

Please submit the completed Application Form along with all supporting documents (in English or Chinese with official certification) in accordance with the requirements set forth by the Physiotherapists Board.

Name of Applicant : _____

Registration No.: _____

Date : _____