



Continuous Professional Development
National College of Ireland

CPD ACCREDITATION REQUEST FORM

Important Notes:

1. This form must be completed for all CPD events, both internally developed and those developed by organisations other than NCI
2. For approval of E-Learning courses and modules, please complete Section 3
3. We will give the activity due consideration and get back to you within 10 working days of receipt of the application.
5. CPD requests will be dealt with in the order that they are received.
6. Applicants will be requested to supply a copy of the course material e.g. slides, course outline, syllabus, agenda or access to electronic documentation in the case of E-learning modules (e.g. cd, usb key, externally accessible electronic resources)
7. Events must be approved for CPD hours in each calendar year. Events should be re-submitted if running in a new CPD year.
8. The content of CPD must be directly relevant to providing advice to consumers on retail financial products, which, in the context of the Minimum Competency Code, means that the content must be related to the knowledge requirements set out in the Minimum Competency Code for the categories of Retail Financial Product
9. Content submitted should also be mapped to Central Bank competencies.



Section 1 – Event Details

Title:

Subject Matter/Competency Type:

Type of Event:

e.g. seminar, online, internal training course etc.

Company Organising Event:

Presenter:

Date:

 / /

Start Time:

End Time:

Total Proposed CPD hours:

Target Audience:

Could this be considered a sales pitch: Yes No

Any other relevant information:



Section 3 : Online Events only

Please provide web address that is externally available or include CD/usb key

Author:

Estimated time to complete module:

Including Assessment:

Excluding Assessment:

How many questions in total are in the question bank?
(should be more than per test)

How many per test:

Pass Mark:

How is successful completion communicated to the participant?

What medium is course being delivered by ?

Live webcast:

Pre-recording via virtual
learning environment

Teleconference

What arrangements are in place to ensure that participants can participate fully (hear, see, have correct specification etc.)

How is attendance for the full duration monitored and managed?

Can this be communicated to the participant on request:

Yes

No

Please add any additional information pertinent to the evaluation of this programme



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Section 4: Disclaimer

I understand and accept that any CPD credit awarded for the above event/training programme will be based on the information I have submitted in relation to the duration of the presentation(s) and its/their content. Should either of these criteria change at any stage (e.g. presentations are shortened, content is altered, refreshment breaks incorporated), I will advise the NCI and re-apply for CPD credit. I also understand and accept that NCI's CPD Department will not stand over CPD hours awarded, where such changes have occurred after the award was given, and that they reserve the right to refuse CPD claims made by individuals attending an event that has been subject to such changes.

Name:

Email address:

Telephone Number:

Membership Number:

(in the case of personal applicants)

Signature:

Date: / /