

**SOUTH AFRICAN VETERINARY COUNCIL**

**CONTINUED PROFESSIONAL DEVELOPMENT: CHECKLIST FOR PROVIDERS**

CONFIRMATION

1)	The Application for Accreditation Form A is completed.	
2)	The Application is received within six (6) months (regardless of whether the application is made <u>before</u> or <u>after</u> the lecture/ course is presented).	
3)	Attached to the Application:	
3.1	Attached the Programme  (Where relevant - this requirement does not apply to magazine questionnaires.)	
3.2	Attached the Course content <ul style="list-style-type: none"> <li>• The full text of the PowerPoint (PPT) presentation is included. No PPT presentation will be accepted without the text of the lecture;</li> <li>• All documents, electronic devices, etc are referenced.</li> </ul>	
NOTE: A submission for accreditation should consist of: the entire presentation  All these should be of such a nature that the Accreditation Committee is able to, within reason, evaluate its scientific/educational merit. . Whenever the above-mentioned presentations are made, a copy (preferably hard copy but electronic would suffice) should be handed out to participants at the start of the event to allow attendees to make their own notes, for example next to or on the copy of the PowerPoint presentation.		
3.3	Attached the Names of speakers/lecturers	
3.4	Attached all CVs of all the speakers/lecturers	
3.5	Titles of activities are the same throughout, i.e. on the printed lecture notes/electronic devices (CDs, DVDs etc), programme of proceedings and on the completed forms.	
4)	Attached a <i>pro forma</i> certificate, which will be handed to participants.	
5)	<b>Attached the attendance register/list of attendees should be submitted regardless of whether the event has taken place or will still take place.</b>	
5.1	Confirmation and a completed Form B.	
NOTES: Accredited activities are available on the SAVC's website at <a href="http://www.savc.org.za">www.savc.org.za</a> or copies can be obtained from the SAVC Administration. Do not submit an application for an activity already accredited or which is similar/same to one that is accredited.		
The allocation of an accreditation number does NOT imply accreditation. Official communication should be received from the SAVC Administration before an activity should be deemed accredited.		
Only activities attended by five (5) or more veterinarians will be considered for accreditation.		

(SAVC/F) Education; F.3 VC 6A Cont. Vet. Education. Pro Formas (Checklist for providers)

FOR OFFICE USE ONLY				
DATE RECEIVED	DATE ACKNOWLEDGED	DATE COMPLETE	DATE TO AC	DATE BACK FROM AC