



ADEA Allocation of Continuing Professional Development (CPD) Points for Courses, Workshops and Seminars Policy

Those conducting courses, workshops and seminars (Program) on topics that will enhance the continuing professional development of diabetes educators can apply to the ADEA for Continuing Professional Development (CPD) points.

The submission of an application is required prior to the commencement of the course, workshop or seminar in question.

CPD points are valid for a period of 2 years for short courses and 1 year for repeated activities such as workshops and seminars.

As a part of the assessment process you will be notified as to how many CPD points participants may claim for completion of this Program and this information may be used as part of promotion for the Program.

An application form for allocation of CPD points, is located on the ADEA website – www.adea.com.au

The application form, along with supporting and advertising materials, should be returned to:

ADEA National Office
PO Box 163
Woden ACT 2606

Phone: 02 6287 4844
Fax: 02 6287 4877
Email: admin@adea.com.au

Criteria for Assessment of Courses, Workshops and Seminars:

All activities falling within the categories above must meet the following criteria:

- Learning Objectives are to be specified;
- Content is to be based on evidence;
- Involvement of diabetes educators in the designing, planning and delivering of the program;
- Presenters are appropriately qualified to conduct the program;
- Activity must take place over a minimum one hour period – this can be in blocks of time;
- Content is to demonstrate a range of teaching strategies – e.g., role-plays, problem-solving exercises, didactic presentations, demonstrations, on line activities, case studies;
- Aims of the program are to seek to improve work practice; and
- Evaluation of the program is to be demonstrated and is to include mechanisms to demonstrate appropriate responses to feedback.

Assessment Process

In an effort to streamline the accreditation assessment process for both those developing education events and the assessors, ADEA has introduced a two-stage assessment process.

Stage 1 is the optional submission of a pre-assessment application. This application will focus on the proposed topics and the proposed target audience. The full outline need not be submitted at this point; a brief outline or précis of no more than five pages is all that would be required.

The application fee for a pre-assessment submission will be \$100 + GST, which covers the application and a preliminary review by an assessor. Note that the assessor's objective will be to assess the potential for the proposed course to attract CPD points; they will not determine the actual points value at this stage, nor will their review feedback infer or imply subsequent acceptance.

Stage 2 is the submission of an Assessment of Courses application. This application will require the full course outline and other supporting materials proposed, as well as details relating to the delivery of the event.

The application fee for a full assessment will vary according to the length of the program and the specialisation of the Course content (see below); however if this application follows a relevant pre-application assessment, this fee will be reduced by the amount of the pre-application fee.

Cost of Course

Course duration	Cost (exclusive GST)
1 – 2 hours	\$ 500
½ day	\$1200
1 – 2 days	\$2500

These costs include the fee for the review of the pre-assessment application

ADEA will determine any additional assessment fee required based on specialisation of content at the time of the pre-assessment.