

CPD Accreditation

A guide for providers

The CPD Standards Board provides independent accreditation for continuing professional development programmes across all sectors and disciplines. We work with providers internationally, from individual trainers to large organisations, across both the public and private sectors.

This document explains how the accreditation process works, what is involved at each stage, and what you can expect as a provider.

1. Becoming a registered provider

Before submitting any programme for accreditation, your organisation must first register as a CPD provider. Registration can be completed on our website: www.cpdstandardsboard.com

Registering as a provider costs £200 and includes the assessment of your first course. Paying this fee does not guarantee accreditation. The course must still pass the assessment process described in this guide before it can be accredited.

Once a course is accredited, it is renewed annually. The renewal fees are set out in section 5.

Once registered, you will receive full instructions on how to submit programmes for assessment, including the required documentation and submission format.

2. Submitting a programme for accreditation

Each programme must be submitted individually. We do not offer bulk or portfolio accreditation. There is no limit to the number of programmes you can submit, but each one is assessed separately on its own merits.

Your £200 registration fee includes the assessment of your first course. Each additional course you submit for assessment is £200. This covers assessment only; accreditation is granted only where the course meets the required standard.

What you will need to provide

When submitting a programme, you will typically need to include the following:

- The full programme content, such as presentation slides, course materials, or digital learning modules
- Trainer or facilitator notes explaining how the content is delivered
- Details of the intended audience and any prerequisites for participation
- The stated learning objectives of the programme
- The duration of the programme, including contact hours

Full submission requirements are provided during the registration process. Please ensure all materials are complete before submitting, as incomplete submissions may delay assessment.

Delivery format

We accredit programmes regardless of their delivery format. This includes classroom-based training, live online sessions, self-paced digital learning, blended learning, and any combination of these. The same assessment standards and credit allocation apply across all formats.

3. Preparing an accreditation-ready submission

The checklist below sets out what a complete submission should contain and how to present it so that it can be assessed without delay. This is a statement of our completeness and format requirements. It is not consultancy on the design of your programme, nor advice on the quality of your content, which remains your responsibility as the provider (see section 6).

A submission is ready for assessment when it includes the following:

- **Complete programme content.** All of the material a participant works through, in whatever format you deliver it: slides, workbooks, scripts, digital modules, or a combination. Partial or sample content cannot be assessed.
- **Trainer or facilitator notes.** Notes explaining how each part of the programme is delivered, so the content can be assessed in the context of its delivery.
- **Stated learning outcomes.** A clear statement of what participants will know or be able to do on completion.
- **Intended audience and prerequisites.** Who the programme is for, and any prior knowledge or qualifications participants are expected to have.
- **Duration and contact hours.** The total length of the programme broken down into contact hours, since credits are allocated at two per hour of content.
- **A clear evidence base.** Where the programme relies on a researcher, theory, model, statistic, or study, name the source clearly enough that it can be checked. Claims should be attributable to credible, established sources rather than asserted without support.
- **Accurate and consistent terminology.** Technical terms, professional language, and any regulatory references used correctly and consistently throughout.
- **Regulatory evidence where required.** For medical or clinical content, evidence of the relevant professional registration (see section 7).

Submitting a complete programme against this checklist does not affect whether your content meets the required standard, since that turns on the substance of the material. It does allow the assessment to proceed without the delays that incomplete submissions cause.

4. The assessment process

Once submitted, your programme is placed in a queue and assigned to an assessor. The assessor carries out a thorough review of your content to determine whether it meets the standard required for CPD accreditation.

What the assessor evaluates

The assessment focuses on the substance of your programme. Specifically, the assessor will evaluate:

- **Factual accuracy:** whether the claims and information presented in your programme are correct, current, and supported by credible evidence.
- **Coherence:** whether the programme is logically structured and the content follows a clear progression that supports the stated learning objectives.
- **Evidence base:** whether assertions, models, and frameworks used in the programme are grounded in established, peer-reviewed, or otherwise authoritative sources rather than anecdotal or unsubstantiated claims.
- **Professional suitability:** whether the content is appropriate for a professional audience and would not risk giving delegates incorrect or unsafe guidance in their field of practice.
- **Correct use of terminology:** whether technical terms, regulatory references, and professional language are used accurately and consistently throughout the programme.

The assessment does not evaluate instructional design choices, visual presentation, or commercial appeal. Provided your content is accurate, coherent, and suitable for professional development, the way you choose to present and deliver it is your decision.

Timescale

You should allow up to 10 working days from submission to receive the outcome of your assessment. In some cases it may be faster, but this cannot be guaranteed.

5. Assessment outcomes

If your programme is accredited

Your programme will be allocated a maximum number of CPD credits based on its duration. The standard allocation is 2 CPD credits per hour of programme content. You may award up to this maximum to participants who complete the programme, but you cannot exceed it. If you consider it appropriate, you may choose to award fewer credits (for example, 1 credit per hour), but this is at your discretion.

Accreditation is valid for 12 months from the date of award. If you wish to continue awarding CPD credits for a programme beyond this period, it must be renewed. Each course is renewed individually. Where no substantial changes have been made to the course, renewal is £100 per course per year. Where substantial changes have been made, the course must be reassessed, charged at £200, the same as a new course assessment.

Certificate generation

On accreditation, you will receive access to the CPD Standards Board certificate generation portal. This allows you to issue CPD certificates to participants who complete your programme. Each certificate carries a unique certificate number.

These certificate numbers can be independently verified by anyone through the verification engine on our website. Entering a certificate number will confirm:

- The name of the CPD provider
- The name of the participant
- The number of CPD credits awarded
- The date of award
- The expiry date of the certificate

This provides both you and your participants with a verifiable, independent record of their CPD activity.

If your programme is not accredited

If your programme does not meet the required standard, you will receive a detailed assessment report. This report will identify the specific issues that prevented accreditation and explain clearly what needs to be corrected.

You may resubmit your programme up to twice within 30 days of receiving the assessment report, at no additional cost. Each resubmission will be reviewed to confirm that the identified issues have been addressed.

If the programme has not achieved accreditation after two resubmissions, this typically indicates a fundamental issue with the content that requires more substantial revision before it can be reconsidered.

6. What we assess and what we do not provide

The CPD Standards Board assesses programmes that have already been developed. Our role is to evaluate the content you submit and determine whether it meets the standard required for CPD accreditation.

We do not provide consultancy, guidance, or feedback on how to design or structure your programmes prior to submission. We are not able to advise on what content to include, how to format your materials, or how to improve your chances of accreditation. The development of your programme is entirely your responsibility as the provider. The submission checklist in section 3 sets out what a complete submission must contain, but this is a statement of our completeness and format requirements only. It is not advice on the design or quality of your content.

If your programme does not meet the required standard on first submission, the assessment report will clearly explain what needs to be corrected. This is the mechanism through which you receive specific, actionable feedback on your content. We are not, however, in a position to offer this feedback in advance of submission.

7. Medical and clinical programmes

Programmes covering medical or clinical subject matter are subject to an additional requirement. The programme must be designed by, or under the direct supervision of, a professional who is a registered member of the General Medical Council (GMC) or the equivalent regulatory body in their country of practice.

You will be asked to provide evidence of this registration as part of your submission. This requirement exists to ensure that medical and clinical content meets the necessary standard of professional oversight.

8. Getting started

To begin the process, register as a provider at www.cpdstandardsboard.com. Registration is £200 and includes the assessment of your first course. Each additional course is £200 to assess. Accredited courses are renewed annually at £100 per course where no substantial changes have been made, or £200 where substantial changes require reassessment. Accreditation is granted only where a course passes assessment; it is not automatic on payment of the fee.

Summary of key details

Provider registration	£200, includes assessment of your first course
New course assessment	£200 per course
Renewal, no substantial changes	£100 per course, per year
Renewal, substantial changes	£200 per course, charged as a reassessment
Accreditation	Granted only on passing assessment, not automatic on payment
Assessment timescale	Up to 10 working days
CPD credit allocation	2 credits per hour of content
Accreditation validity	12 months
Resubmissions	Up to 2 within 30 days, no additional fee
Delivery formats accepted	Classroom, online, digital learning, blended

Frequently asked questions

Can you help us design our programme so that it passes accreditation?

No. We assess programmes that have already been developed. We do not offer consultancy, reviews prior to submission, or advice on how to design or structure your content. The checklist in section 3 tells you what a complete submission must contain, but this covers completeness and format only, not the design or quality of your material. If your programme does not pass on first submission, the assessment report will explain exactly what needs to be corrected, and you will have the opportunity to revise and resubmit.

What do the fees cover?

Registering as a provider costs £200 and includes the assessment of your first course. Each additional course you submit is £200 to assess. Once a course is accredited, it is renewed annually: £100 per course where no substantial changes have been made, or £200 where substantial changes mean the course must be reassessed. In every case the fee covers assessment. It does not guarantee accreditation, which depends on the course meeting the required standard.

Do you accredit digital learning and self-paced programmes, or only classroom training?

We accredit all delivery formats, including classroom-based training, live online sessions, self-paced digital learning, blended learning, and any combination of these. The same assessment standards apply regardless of how the programme is delivered.

We have a large number of courses. Do you offer bulk or discounted rates?

No. Each course is assessed at £200, and your provider registration includes the assessment of your first course. Once accredited, courses renew at £100 per year where unchanged, or £200 where substantial changes require reassessment. We do not offer bulk discounts or portfolio pricing. Our fees are set at a level intended to be accessible to providers of all sizes, from sole traders to large organisations.

We are based outside the United Kingdom. Can we still apply?

Yes. The CPD Standards Board works with providers internationally. We have registered providers from around the world. The accreditation process is the same regardless of where your organisation is based.

How are CPD credits calculated?

The standard allocation is 2 CPD credits per hour of programme content. For example, a three-hour programme would be allocated a maximum of 6 credits. You may choose to award fewer credits than the maximum (for example, 1 per hour) but you cannot exceed the allocated maximum.

How long does accreditation last?

Accreditation is valid for 12 months from the date it is awarded. If you wish to continue awarding CPD credits for the programme after this period, you will need to renew. Renewal is £100 per course per year where no substantial changes have been made, or £200 where substantial changes mean the course must be reassessed.

Is there a fee to resubmit if our programme does not pass?

No. You may resubmit up to twice within 30 days of receiving your assessment report at no additional cost. If the programme has not passed after two resubmissions, the content will require more substantial revision before it can be reconsidered.

Our programme covers medical or clinical topics. Are there additional requirements?

Yes. The programme must be designed by, or under the direct supervision of, a professional who is registered with a recognised healthcare regulator, such as the GMC, GDC, NMC, HCPC, or the equivalent body in their country of practice.

Do we need to resubmit for accreditation if we update our programme content?

If you make only minor updates during the accreditation period, you do not need to resubmit. Where the content changes substantially, the course must be reassessed before it can continue to be accredited. A reassessment is charged at £200, the same as a new course assessment.