



# ECSA CPD VERIFICATION PROCESS

## LEVEL 1

CPD Licencing Bodies (**VA's** Receives Verification No from **ECSA**)  
VA's Apply to **ECSA** to be recognised as a Licencing Body **LB**.

**VA's** COMPLETE **ECPD 8** form for ECSA.  
*Submit Supporting Documents to ECSA*

CPD Service Provider (**VA's** Receives Verification No from **ECSA**)  
VA's Apply to ECSA to become recognised Service Providers.

**VA's** COMPLETE **ECPD 7** form for ECSA.  
*Submit Supporting Documents to ECSA*



## LEVEL 2

Verified CPD Licencing Bodies. (**VA's**)  
Service providers apply to **VA** for Verification as a CPD  
Service Provider on-line.

**SERVICE PROVIDER** COMPLETE "**ECPD 7**" Form - On the CPD Website.  
*Service Provider Submit Supporting Documents on the CPD website*

\* **VA/LB** Send "**ECPD 9**" Form with Unique SP number  
from the website to the **service provider**.

### **Application for Validation of CPD Activity**

The **Service Provider** complete the **ECPD 2** form on-line and submit to **VA** for CPD validation.  
The **Service Provider** add all the required documents linked to the CPD application.

The CPD application gets allocated to a reviewer, via the website, for review.

\* **VA/LB** generates the **ECPD 3** from, from the website, and submit to **ECSA**, to be captured on the ECSA Data Base.

\* **VA/LB's** validate and add their own CPD activities and send the **ECPD 3** form to **ECSA**.



## Relevant ECSA Forms:

ECPD 8 Form - VA's application to ECSA to become a "Licensing Body".

ECPD 7 Form - Application by Service Provider to become a "CPD Service Provider". Submitted to "Licensing Body."

ECPD 9 Form - Approval sent to the "Service Provider" from the "Licensing Body". Approval as SP with unique Number.

ECPD 2 Form - Service Provider submit this form, with supporting documents, applying for CPD validation of activities.

ECPD 3 Form - "Licensing Bodies" submit this form to ECSA, of the approved CPD activity, to add to the Data Base.