

CPD Validation Process and Procedure

Procedure.

(Service Provider) SP Verification Procedure.

The SP apply online and submit all the documents. (ECPD7)

The administrator gets an email that a new SP has registered on the system.

The SP receives an email with the username and password. (To login to the system)

The administrator then approves or decline the application, on the system.

The SP receives an email with all the info on it. (Approved with SP number, comments etc)

After approval the SP have access to the system.

They can now start uploading CPD applications.

(The SP also have the approval certificate on their dashboard).

The system generates an ECPD 9 form, that gets emailed to ECSA. (Out of the system)

*The SP does not pay for verification.

CPD Validations Procedure.

The SP login to the system with the secure username and password.

The SP completes the application for an event, online, and upload all the documents. (ECPD2)

This includes all the info in-line with ECSA's ECSP 2 form.

The SP then submits the application to IPET, online.

The SP receives an invoice for the validation and make the payment.

The administrator gets an email notification that a CPD application has been submitted.

The administrator updates the payment information. (Payment made by SP)

The administrator then appoints and allocate the CPD application to the reviewer.

The reviewer registers online and receives a username and password. (IPET can add Reviewers)

The reviewer login to the system and review the application. (Online)

The reviewer then completes the reviewers report, online, and submits the report and outcomes back the administrator for final approval.

The administrator does a final check and add the credits, validation period and approve or decline it.
(The reviewer gets paid for the review)

The SP receives confirmation via email with all the info re the approval/decline via the mail. (Credits, dates, validation number, comments etc)

The system generates an ECPD3 form and email it to ECSA. (From the system)

IPET Validations.

The administrator login to the system.

The administrator captures all the information of the event. In line with ECSA's ECPD 2 form.

The reviewer completes the reviewers report, online.

The administrator captures the credits, dates and duration etc. and approves the event.

The system generates an ECSP3 form.

The ECPD3 form gets emailed to ECSA.

*There are lots of other functionalities built in like; invoicing, rates table, reviewers' rates, expiry dates, renewal dates and lots more.

Validation Cost

<u>IPET CPD Costing Policy</u>			
Since CPD is considered a member's benefit and not a commercial undertaking, IPET aims to make the cost of CPD courses and validations affordable and charges fees accordingly.			
<u>IPET/6CDS VALIDATION COST</u>			
All events, webinars, online, conferences and courses			
COSTING 2023 (NO VAT)		REVIEWER'S FEES 2023	
INCREMENTS	VALIDATION COST	REVIEWER FEE 75%	VA ADMIN FEE 25%
1 Hour	R 900	R 675.00	R 225.00
Half Day	R 2,000.00	R 1,500.00	R 500.00
1 Day	R 3,000.00	R 2,250.00	R 750.00
1 + Half Day	R 3,500.00	R 2,625.00	R 875.00
2 Days	R 4,000.00	R 3,000.00	R 1,000.00
2 + Half Day	R 4,500.00	R 3,375.00	R 1,125.00
3 Days	R 5,000.00	R 3,750.00	R 1,250.00
3 + Half Day	R 5,500.00	R 4,125.00	R 1,375.00
4 Days	R 6,000.00	R 4,500.00	R 1,500.00
4 + Half Day	R 6,500.00	R 4,875.00	R 1,625.00
5 Days	R 7,000.00	R 5,250.00	R 1,750.00

Regards
IPET Team