



CPD Self-Assessment Evaluation Form
Continuing Professional Development (CPD) Principles
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Introduction

The purpose of this document is to guide providers in the initial application of a CPD program and/or the submission of a CPD Self-Assessment Report. It is recommended that providers interested in submitting a CPD program schedule a consultation with ACPE staff, which will be conducted remotely at no cost to the provider. To schedule a consultation, please contact ACPE at cpdinfo@acpe-accredit.org.

Providers submitting an initial CPD program application or a CPD Self-Assessment Report should assure that all items included in the attestation and rubric have been included for review. All application materials, including this document, should be submitted to ACPE using the following instructions.

HOW TO SUBMIT YOUR CPD PROGRAM APPLICATION TO ACPE

All ACPE CPD program applications are to be submitted electronically. The electronic report should be provided as **ONE** file in a commonly used digital format, such as an Adobe Acrobat PDF file. Appendices and supporting documentation should be included in the same file as the report. Please note ACPE will no longer accept hard copy reports.

To submit your report electronically, please follow the instructions below:

1. Visit the following website: <https://spaces.hightail.com/uplink/ACPEmaterials>
2. Select File: Either drag the file into the Hightail Uplink page or upload it (i.e., Add from My Computer). Upon upload, a pop-up window will appear that allows you to browse your computer to locate the file. Once the file is identified, click 'Open.'
3. Please complete the fields on the page as indicated below:
 - **From:** List the full name and email address of the individual who is submitting the CPD program. This person will serve as the contact person if ACPE experiences any issues with accessing your application.
 - **Message:** Include the organization name. Please use this optional section to provide us with special instructions, passwords (if document is password protected), etc. to minimize any confusion regarding your report. If you have additional questions or concerns, please contact ACPE staff at cpdinfo@acpe-accredit.org
4. Once you've completed step three, please click 'UPLOAD' (Note: it may take 1-2 minutes to send your file depending on its size and the speed of your internet connection). Once the file has been sent successfully, you will receive an email confirming the transmission of your file.



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For questions related to the initial application or CPD Self-Assessment Report, please contact ACPE at cpdinfo@acpe-accredit.org.

CPD Attestation Items and Rubric Directions

- 1) Please use the following checklist and rubric to self-assess CPD program processes, policies, and procedures.

- 2) For the checklist, assure that all items are present and complete. All components of the checklist reflecting Principle 1 must be completed and provided to ACPE to be considered for CPD program accreditation/reaccreditation. In addition, please provide a narrative describing how each item within Principle one will be achieved.

- 3) For the rubric, please provide a narrative and necessary documentation to exhibit how Principles 2, 3, and 4 are being met.

- 4) **Instructions for Determining the Overall Assessment of a Principle:** If any component of a principle is marked “Needs Improvement,” the entire principle should be marked as needs improvement. Please provide a description of why the component was marked as “Needs Improvement” and the processes, policies, or procedures in place to address this area.



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ACPE Policies and Procedures*
Section V – CPD Operations Policies and Procedures

Attestation Statement: As the Continuing Professional Development (CPD) Program Administrator on record with ACPE, on behalf of our organization, I attest that we implement and follow the most current ACPE Accredited Continuing Professional Development Program Policies and Procedures Manual: A Guide for Providers of ACPE-accredited CPD Programs. We understand that our organization must have a policies and procedures manual defining the organization’s processes to implement the policies and procedures and CPD Principles. We acknowledge that ACPE may request to review and evaluate the entire manual or specific sections at any time, as part of the evaluation process, or as a component of a subsequent monitoring report.

Additionally, as the CPD Program Administrator, I attest that our organization’s process for awarding CPD credit/units is through the online submission of activity and participant information via CPE Monitor®.

CPD Program Administrator’s Signature

Date



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CPD Principles
Principle 1: Systematic Planning of the CPD Program

The following checklist identifies components of CPD program processes, policies, and procedures which must be present in all ACPE accredited CPD programs. Providers of CPD programs must assure that each of the following are present prior to submitting a CPD program for accreditation consideration.

- CPD Planning Process-** Provider of CPD program has established and employed a systematic planning process for the development and implementation of a CPD process for learners. (Attach CPD Plan and Process)

- Learner Engagement Plan-** CPD program has requisites for learner engagement (e.g., “learning contract”), which incorporate educating the learner on CPD. (Attach approach to learner engagement)

- CPD Program Resources-** Providers have identified necessary resources for development, facilitation, implementation, and evaluation of the CPD program. (Attach resource list)

- Documenting Achievement-** The provider of the CPD program employs a process by which learner CPD will be assessed, and minimum level of achievement required will be attained, in addition to a process for CPD program evaluation. (Attach data that document achievement of the mission and/or goals)

- CPD Credit-** The provider has a process for documenting CPD activities and awarding CPD value-based credit upon learner completion of the CPD program. (Attach process for awarding CPD credit)



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Principle 2: CPD Program Design

Criterion and Evidence	Meets Criterion	Needs Improvement
CPD Cycle (Attach description of the design or process of the CPD program.)	The CPD Program employs a design or process based around the components of a CPD cycle: Reflect, Plan, Learn, Evaluate, Apply, Record/Review. Meets <input type="checkbox"/>	The CPD program does not include some or all components of a CPD cycle. Needs Improvement <input type="checkbox"/> or Additional Docs Required <input type="checkbox"/>
Reflect (Attach the activity or activities used to demonstrate Reflect CPD cycle component.)	The CPD program contains activities or mechanisms to record completed activities which provide evidence that learners reflect or engage in reflection, as included as a component of the CPD cycle. Meets <input type="checkbox"/>	The CPD program does not contain processes or mechanisms for engaging in and documenting the Reflect CPD cycle component. Needs Improvement <input type="checkbox"/> or Additional Docs Required <input type="checkbox"/>
Plan (Attach the activity or activities used to demonstrate Reflect CPD cycle component.)	The CPD program contains a process to create a personal development plan to address identified learning needs, which includes SMART learning objectives and identification of activities and resources to meet goals. Meets <input type="checkbox"/>	A process and/or opportunity to create a personal development plan is not present. Needs Improvement <input type="checkbox"/> or Additional Docs Required <input type="checkbox"/>
Learn (Attach the activity or activities used to demonstrate Reflect CPD cycle component.)	The CPD program has a process for collection and documentation of learning plan Implementation, using a range of learning activities and methods, and document all learning (CE and non-CE) that occurred to meet goals and objectives. Meets <input type="checkbox"/>	Process and documentation for learning plan implementation are not present. Needs Improvement <input type="checkbox"/> or Additional Docs Required <input type="checkbox"/>
Evaluate (Attach the activity or activities used to demonstrate Reflect CPD cycle component.)	The CPD program assists learners in the evaluation of learning outcomes from participation in CPD activities to meet stated CPD goals. Meets <input type="checkbox"/>	Processes, methods, and activities for learners to evaluate learning outcomes are not present. Needs Improvement <input type="checkbox"/> or Additional Docs Required <input type="checkbox"/>
Apply (Attach the activity or activities used to demonstrate Reflect CPD cycle component.)	The CPD program facilitates learner assessment and demonstration of acquired knowledge, skills, attitudes, and values into practice and associated impact of application. Meets <input type="checkbox"/>	No process is present for learners to document how knowledge, skills, attitudes, and values were applied into practice and the associated impact. Needs Improvement <input type="checkbox"/> or Additional Docs Required <input type="checkbox"/>
Record/Review (Attach the activity or activities used to demonstrate Reflect CPD cycle component.)	The CPD program facilitates the review of CPD program documentation to measure progress over time. Meets <input type="checkbox"/>	No process for learners to record and review CPD activities over time is present. Needs Improvement <input type="checkbox"/> or Additional Docs Required <input type="checkbox"/>

If the rating is Needs Improvement, briefly explain the rationale:



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Principle 3: Assessment of Learner CPD

Criterion and Evidence	Meets Criterion	Needs Improvement
Learner Engagement, Goals, and Performance	<p>The provider of the CPD program employs a process to validate learner engagement and performance, with focus on learning outcomes and impact on professional practice, patient/population health, and/or organizational/system outcomes. This includes all the following elements:</p> <ul style="list-style-type: none"> • Identification of specific learning needs and goals through reflection with consideration of alignment with organizational goals. • Creation of Specific, Measurable, Achievable, Relevant, Time-bound (SMART) learning objective(s). • Congruency between completed CPD activities and identified needs/goals. • Evidence that learning needs/goals have been addressed through achievement of SMART learning objective(s). • Evaluation of achievement of professional development outcomes. • Evaluation and verification of learning application/practice changes. <p align="right">Meets <input type="checkbox"/></p>	<p>Processes to facilitate learner engagement, goal development, and performance evaluation are not included.</p> <p align="right">Needs Improvement <input type="checkbox"/> or Additional Docs Required <input type="checkbox"/></p>
Learner Feedback	<p>Assessment feedback is provided to the learner in a constructive and timely manner through each step of the CPD cycle (formative) and upon completion of the program (summative).</p> <p align="right">Meets <input type="checkbox"/></p>	<p>No process is in place for formative and/or summative learner feedback.</p> <p align="right">Needs Improvement <input type="checkbox"/> or Additional Docs Required <input type="checkbox"/></p>

If the rating is Needs Improvement, briefly explain the rationale:



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Principle 4: CPD Program Evaluation

CPD Program Evaluation	The provider of the CPD program conducts or facilitates a structured evaluation of the CPD program for determining its effectiveness in supporting and promoting self-directed lifelong learning. <p align="right">Meets <input type="checkbox"/></p>	Program evaluation for determining the effectiveness of the CPD program is not performed. <p align="right">Needs Improvement <input type="checkbox"/> or Additional Docs Required <input type="checkbox"/></p>
CPD Program Improvement	Information gathered for CPD Program Evaluation is used in a systematic fashion for the purpose of ongoing improvement of the provider's CPD program. <p align="right">Meets <input type="checkbox"/></p>	Information gathered for CPD Program Evaluation is not used to systematically assess the effectiveness and quality of the CPD program. <p align="right">Needs Improvement <input type="checkbox"/> or Additional Docs Required <input type="checkbox"/></p>

If the rating is Needs Improvement, briefly explain the rationale: