ACPE CPD PROGRAM ACCREDITATION

Provider Application Guide: What to Expect, What to Submit & How to Assemble Your Application

Before you begin: Schedule a free remote consultation with ACPE staff: **cpdinfo@acpe-accredit.org**. Submit your complete application as ONE PDF to **spaces.hightail.com/uplink/ACPEmaterials**. Hard copies are not accepted.

PRINCIPLE 1: Systematic Planning — Checklist (ALL items required before submitting)

#	What you must demonstrate	What to attach
1	**CPD Planning Process** A documented, systematic planning process for developing and implementing a CPD process for learners is established and in use.	*CPD Plan and Process document*
2	**Learner Engagement Plan** The CPD program has clear requirements for learner engagement (e.g., a learning contract) that educates learners on CPD principles.	*Sample learning contract or engagement approach*
3	**CPD Program Resources** All necessary resources for development, facilitation, implementation, and evaluation of the CPD program have been identified and allocated.	*Resource list*
4	**Documenting Achievement** A process exists to assess learner CPD performance, define minimum achievement standards, and evaluate the overall program.	*Data/reports documenting mission and goal achievement*
5	**CPD Credit Process** A documented process is in place for awarding value-based CPD units via CPE Monitor® upon learner completion of CPD components.	*Process description for awarding and submitting CPD credit*

PRINCIPLES 2–4: Rubric — Provide a narrative AND supporting documentation for each area

Principle / Area	What your program must demonstrate	What to attach
Principle 2: CPD Program Design		
CPD Cycle	Program is built around all 6 CPD cycle components: Reflect, Plan, Learn, Evaluate, Apply, Record/Review.	*Description of overall CPD cycle design or process flowchart*
Reflect	Program contains activities/mechanisms for learners to engage in structured reflection as part of the CPD cycle.	*Sample reflection tool, self-assessment form, or worksheet*
Plan	Program supports creation of a personal development plan with SMART objectives and identified learning resources.	*Sample personal development plan or planning template*
Learn	Program documents learning plan implementation across a range of CE and non-CE activities to meet goals.	*Sample learning log, activity tracker, or portfolio page*
Evaluate	Program assists learners in evaluating outcomes of CPD activities against stated goals.	*Sample evaluation form, survey, or post-activity assessment*
Apply	Program facilitates learner documentation of how knowledge, skills, attitudes, and values were applied into practice.	*Sample application/practice change documentation form*
Record/Review	Program facilitates review of CPD documentation to measure progress over time.	*Screenshot of tracking platform (e.g., MY CPD) or record template*
Principle 3: Assessment of Learner CPD		
Learner Engagement, Goals & Performance	Processes validate engagement and performance with focus on: goal identification via reflection, SMART objectives, congruency of activities with goals, evidence of goal achievement, and evaluation of professional development outcomes.	*Sample completed learner portfolio, goal-setting form, or performance report showing all elements*
Learner Feedback	Assessment feedback is provided constructively and timely at each CPD cycle step (formative) and at program completion (summative).	*Sample formative feedback form and summative feedback/evaluation tool*
Principle 4: CPD Program Evaluation		
Program Evaluation	A structured evaluation of the CPD program is conducted to determine its effectiveness in supporting self-directed lifelong learning.	*Program evaluation tool, survey, or assessment report*
Program Improvement	Evaluation findings are used systematically for ongoing CPD program improvement.	*Quality improvement report, action plan, or process improvement documentation showing how data informed changes*

Types of Evidence to Include

Strong applications include a mix of the following:

📋 **Policies & Procedures:** Written P&P manual or relevant excerpts covering CPD processes

📝 **Templates & Forms:** Blank or sample-completed forms (reflection tools, learning contracts, goal-setting, evaluation)

🖥️ **Screenshots:** Screenshots of online platforms, learning management systems, or MY CPD showing system capabilities

📊 **Slides or Diagrams:** Presentation slides or flowcharts illustrating the CPD cycle design, program structure, or workflow

📈 **Data & Reports:** Aggregate learner data, program evaluation results, or quality improvement summaries (de-identified)

✅ **Completed Examples:** Sample filled-in learner portfolios, completed SMART objective forms, or post-activity assessments

Tip: Label each piece of evidence clearly (e.g., 'Exhibit 1 — Reflection Tool') so reviewers can match it to your narrative.

How to Assemble Your ONE-PDF Application

Combine everything into a single PDF in this order:

1. Cover page: Organization name, CPD program name, administrator name and contact, submission date, and application type (initial or reaccreditation).

2. Signed Attestation: Completed and signed attestation statement from the CPD Program Administrator (Section V attestation page).You should submit this document, as well as a completed rubric, within your complete application.

3. Principle 1 Narrative + Checklist: A brief written narrative for each of the 5 checklist items describing how your program meets each requirement, followed by the completed checklist.

4. Principles 2–4 Narratives: For each rubric area, write a paragraph explaining how your program meets the criterion, then note which exhibit supports it.

5. Appendices / Exhibits: Attach all supporting documents in the same order they are referenced in your narratives. Label each exhibit clearly.

Submit as ONE file via Hightail: spaces.hightail.com/uplink/ACPEmaterials

⚠ If any principle component is rated **Needs Improvement**, include a written explanation and corrective action plan for that principle.