

WPA Guideline on endorsement of internal or external education activities for WPA continuing professional development (CPD) credits

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Document approval by the WPA Executive Committee

A. [Endorsement and granting of WPA CPD credits](#)

Endorsement of WPA CPD credits is a process to assess recognition of conferences, courses or other educational activities against predetermined standards or criteria so as to provide an objective piece of evidence of participation in continuing professional development. All applications and supporting documents must be submitted in English.

In order for endorsement to be recommended, the activity must satisfy certain educational criteria.

The educational criteria are as follows:

1. A learning delivery environment and support services are provided as needed that reflect the intent of the activity and are effective for achieving all expected learning outcomes.
2. Content includes clear and concise learning objectives and intended outcomes for each learning event based on identified needs.
3. Learning outcomes are relevant to the scope of practice of a qualified mental health professional and are based on sound clinical and educational principles.
4. Qualified personnel are involved in planning and conducting each learning activity.
5. Procedures established during planning are used to assess achievement of the learning outcomes.
6. A complete, permanent record of each learner's attendance and satisfactory completion can be provided upon request.
7. The activity does not contravene any WPA policies, Bye-laws and statutes, and / or WPA position statement and/or WPA documents made.

If endorsement is recommended or, where necessary, alterations have been made, the approval process is finalised and the education provider is notified and WPA CPD hours are clearly allocated and stated in the pdf copy of the WPA CPD credit certificate with a registration number.

The WPA Secretariat will maintain a registry of WPA CPD registration numbers for WPA endorsed activities. A list of endorsed activities will be presented to the WPA Executive Committee, along with any for review by the Committee that did not meet endorsement criteria.

B. [External Endorsement Guideline](#)

1. To achieve endorsement, an external CPD activities provider is required to complete an application form and submit it to the College together with the appropriate fee to request a review of the educational content of a CPD activity against WPA educational criteria in order for the CPD activity to be endorsed.
2. For the granting of CPD points for WPA co-sponsored congresses or co-sponsored meetings, the application fee will be included in the charge incurred for co-sponsoring the congress or the meeting with WPA (please consult the relevant application form for details about the process of application and payment for WPA co-sponsored meetings or conferences).
3. The activity will be reviewed by appropriately qualified personnel against the stated educational criteria.
4. After assessment for evaluation, one of the following will then be made: a) Recommend endorsement as the activity matches the WPA educational criteria, or b) Make clear recommendations for alterations prior to endorsement and re-submission, or c) Make a recommendation for review at the next WPA executive committee meeting for a ruling.
5. If endorsement is recommended or, where necessary, alterations have been made, the endorsement process is finalised and the education provider is notified and CPD hours clearly allocated to the activity along with a registration number in the soft PDF copy of the WPA CPD credits certificate.
6. If endorsement is not recommended, the decision is final.
7. Successful vendors are required to issue each participant with a WPA CPD credit point certificate with his or her name clearly printed on the certificate.
8. Endorsed CPD activities will be entered into the WPA secretariat register of CPD endorsed activities.
9. A list of endorsed activities will be presented to the WPA executive committee at each meeting, along with any for review by the Committee.

C. [Internal Endorsement Guideline](#)

1. To achieve endorsement of an internal CPD activity i.e. WPA Congresses, the granting of WPA CPD credits is automatic and will obtain a maximum of 8 CPD credit points for each day of WPA Congress lasting for 8 hours or more.
2. No charge will be required for endorsement of such internal educational activities.

D. [Application and endorsement fees](#)

Application and endorsement fees for external WPA CPD activities are as follows.

1. The endorsement fee in USD according to the World Bank classification of the country in which the educational event will take place (please note that this fee is non-refundable and will be deducted once the endorsement application form is received): country A: USD\$500; country B: USD300; country C: USD\$200; country D: USD\$100.

Disclaimer: Please note that while every effort is made to assure the quality and educational validity of endorsed activities, the WPA cannot be held responsible if endorsed activities do not meet the expectations of participants or are not delivered in line with what was originally endorsed.

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