

How to write an application for a new piece of CPD

Contents

Before starting your application	2
Hints and tips	2
Developing your CPD content	2
Registrant group and target	2
Standards of Practice and Domains	3
Certificates.....	4
The application	4
Starting the application.....	4
Step 1: Title, internal reference and format	5
Step 2: Selecting domain(s)	6
Step 3: Learning outcomes.....	7
Step 4: The content of the CPD.....	8
Step 5: CPD summary	9
After creating the application.....	10
Review process.....	10
Setting up a session	11
After the event.....	11
Sources of information	12

The aim of this guide is to help providers to put together a successful CPD application.

If you are a provisional CPD provider, you will need to submit all new CPD for approval by the Deputy CPD Chairs before you can run the event.

If you are an approved provider, you still set up the CPD through your CPD provider account to the same standards as you did as a provisional provider, but you won't need to have the CPD approved before you set up the session and deliver the CPD.

Before starting your application

Hints and tips

Before you start an application for a new piece of CPD, please read the [CPD provider guide](#). The check list in section 2.1.2 outlines what the Deputy CPD Chairs map against.

When you have successfully created at least 10 pieces of CPD (not including CPD transferred from another provider), the CPD Chair will assess your applications, and if they have been delivered to a sufficient standard, you will be considered to become an approved provider. If your CPD status changes from provisional to approved, you will still need to set up the CPD in your provider account but won't need to have it approved before you set up a session and deliver the CPD. The GOC will contact you to let you know if you have transitioned to an approved provider. In some cases, you may be asked to deliver more than 10 pieces of CPD to demonstrate that your CPD is of a high enough standard to become an approved provider.

If you are made an approved provider, you will still need to deliver CPD to the same high standards and you will need to keep records of participants including their names and GOC numbers in case you are audited (see CPD Provider Guide for further information).

Developing your CPD content

All CPD delivered by registered CPD providers should support registrant's professional development.

When planning your CPD, you will need to decide how the outcomes of your CPD support the maintenance and development of the knowledge and skills currently required to be a registered professional.

You then decide if the CPD content aligns appropriately with the named domain(s) and Standards of Practice.

You will need to demonstrate how the learning outcomes for your event/session are relevant to the domains (see section 1.3 of the [Provider Guide for CPD](#)) and how you are working in line with our Standards for CPD providers (see Annex 2 of the [Provider Guide for CPD](#)).

Registrant group and target

You must consider the following:

- Decide which registrant group the CPD is more relevant to. This will help you decide who your target audience is.

- Does the CPD have significant content that is relevant to either of the two specialty groups?
- If you are targeting a speciality group, you must include the relevant speciality domain and appropriate learning outcomes.
- Consider your resources: if you are thinking of a workshop/peer review do you have sufficient space for the groups; do you have sufficient skilled facilitators to ensure the outcomes are delivered?
- If you are commissioning someone to write and deliver a lecture, ensure that they understand the time they are being given and check with them that they can deliver the learning in the time.
- Select author(s)/speaker(s)/presenter(s): they should have relevant expertise in the topic and the skills required to deliver the CPD in the format desired. For example, some excellent speakers may not be so good at teaching hands-on workshop type presentations and vice versa.
- Brief the author with the topic, learning outcomes, format (and an explanation of the format) and the time allocated.
- Authors, speakers, and facilitators can claim self-directed CPD when authoring or delivering CPD, as there is an expectation that they would have carried out their own independent research and/or familiarisation of the topic(s) ahead of delivery. Because of this, the resultant learning outcomes for a facilitator can be very different from those completing the CPD.
- Facilitators of peer review, discussion or skills workshops would be able to claim one CPD point under the self-directed Professional Activities format.

Standards of Practice and Domains

The Standards of Practice will inform you which Domain(s) your CPD supports. See page 13, 14 and 15 of the [Provider Guide for CPD](#).

The Standards for CPD providers are intended to give providers an understanding of our expectations – what providers must do to hold approved provider status and deliver CPD to our registrants. We place trust in approved providers to devise and deliver effective learning. Having these standards in place helps us to be confident that our trust is well-placed and that registrants can rely on those providers to deliver content that meets their needs – see page 15 of the CPD provider guide for more information.

Use the domains and Standards of Practice to:

- confirm that the CPD is relevant to the professional audiences proposed.
- confirm that the CPD supports the improvement of standards of professional practice and patient care.
- identify whether there is anything in the proposed content which is not relevant to current practice or is out of date and, if so, inform the CPD provider.

- identify whether there is anything missing from the content, which is relevant to current practice and, if so, inform the provider.
- confirm the CPD is not biased in favour of a specific product or designed to promote financial or commercial interests.
- confirm the quality of any images or materials submitted in advance.
- review multiple choice questions (MCQs) submitted.

Domains are the broad areas under which CPD falls:

- Professionalism
- Clinical Practice
- Communication
- Leadership & Accountability
- Specialty

Certificates

You will need to issue a certificate to all participants who completed the CPD session within 10 working days of the event.

Completion certificates must show:

- The provider's logo
- C-reference
- Date and name of the event
- Registrant's name
- Registrant's GOC number
- The domains covered, and if this is a piece of specialty CPD.

The application

Starting the application

All CPD is set up through your CPD provider account using the 'Submit new CPD' page.



When you click on the page, you will be taken through the steps to create a new piece of CPD.

Step 1: Title, internal reference and format

Submit new CPD - Step 1 of 5

You may save this CPD, but it can only be submitted for approval by a Super Admin user.

To create new CPD first choose a title and select your format of delivery. You can also add your internal reference.

Next, please provide details of the CPD for registrants. This includes a brief description and how long the CPD will take to complete.

This information will enable the registrant to decide if the CPD is relevant for them and will be visible to registrants if the CPD is added to the CPD search.

An asterisk (*) denotes a required field.

Enter the title of the CPD *

Internal reference

Format *

- Enter the title of the CPD and a brief description of the CPD to help registrants understand if it is suitable for them.
- Add an internal reference
- Choose your format from the drop-down list (you can refer to page 18 of the CPD Provider Guide for example formats of CPD).
- Most sessions will be eligible for one point, with only the shortest sessions counting for less (a maximum 0.5 point is available for any session between 30 minutes but less than an hour). More complex sessions lasting for over an hour may be eligible for up to three points. Peer reviews afford 3 interactive points. No individual session can be worth more than three points.
- Is the CPD interactive? (check yes or no)

? Is this CPD targeted at any specific professional groups? *

Optometrist

Specialty optometrist (AS/SP/IP)

Dispensing optician

Contact lens optician

? How long will it take the registrant to complete the CPD? *

1 hour

? Please state the number of points for this CPD *

1

Next step >

- Tick the next section to show which professional groups the CPD is aimed at.
- The 'specific professional groups' are there for advertising purposes and to give registrants an idea of what might be relevant to them, rather than an indication of for whom it is approved. *If you tick the specialty optometrist (AS/SP/IP) or contact lens optician, you must select the 'specialty domain' when you get to step 2 of the application (otherwise participants will not be able to upload the points as specialty).*
- Specify how long the registrant should take to complete the CPD (e.g. think about the start and end times for the CPD, including time to complete questions or exercises).
- Specify the number of points (this will be done automatically based on the modality of the CPD you have chosen). CPD created for specialty groups must have content specific to these groups.

Step 2: Selecting domain(s)

Select the domain from the dropdown menu. You can choose up to 2 domains, but don't forget to select 'specialty' if your audience are registrants on the specialty register.

If you don't complete the section for specialty groups (see above) and tick the specialty domain (see the next screenshot), registrants on the specialty register will only be able to upload points as general, and not specialty.

Submit new CPD - Step 2 of 5

Domains must be outlined for your CPD. You can choose a maximum of 2 core domains. At least one domain must be selected from domains 1-4. Additional specialty domains may be selected. Learning outcomes must be defined for each domain. These must be relevant to your target professional groups. The domains and learning outcomes will appear in the CPD search.

Select a domain

Select a domain from the dropdown below:

Define learning outcomes

Define the learning outcomes for this domain in the text box below:

Save >

Step 3: Learning outcomes

Your domains and learning outcomes

• [



[Edit](#) [Remove](#)

•

[Add another domain](#)

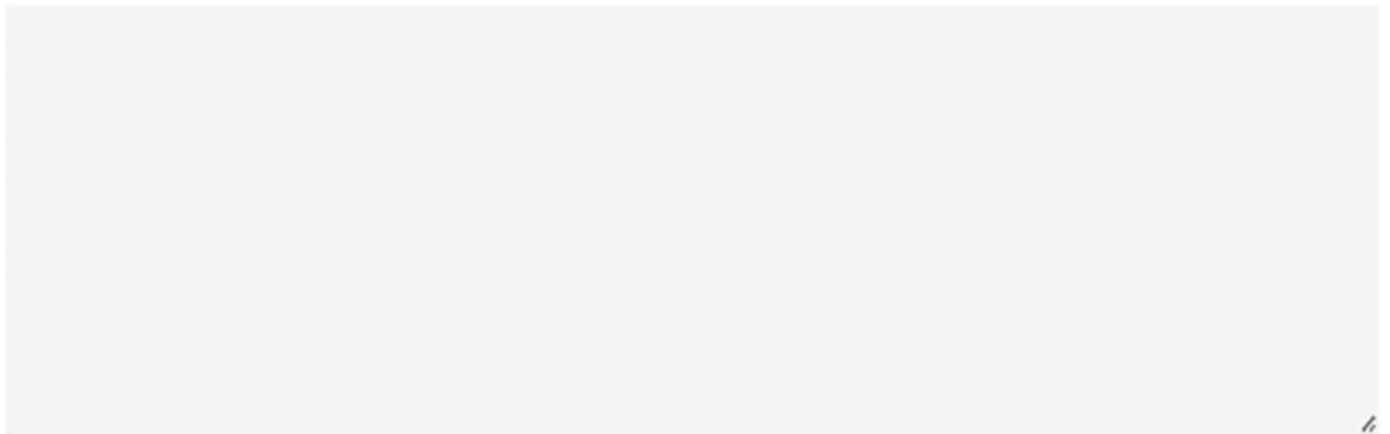
- The next step is to decide on the purpose of the CPD.
 1. What area of practice are you hoping to develop?
 2. What knowledge/understanding/skills are you hoping to improve?
 3. If you are planning a session covering more than one topic, each topic should be allocated a separate piece of CPD.

4. From this you will be able to write your Learning Outcomes. You will need to state the standard of practice that the outcome supports
- Learning outcomes describe what participants should be able to do by the end of the session (for example, “by the end of the session attendees will be able to a slit lamp to diagnose anterior uvetis”).
 - Avoid vague words, e.g. “should be aware” or “understand” as these are difficult to measure. You could use words such as identify, clarify, describe, recognise, apply, demonstrate.
 - You’ll need to set up a learning outcome for each of the domains you select.

Step 4: The content of the CPD

Describe the content of the CPD

You may wish to upload your own documentation instead of completing this field



? Please upload any relevant documents

You can now specify a description for each of the files you wish to upload as evidence for this CPD.

The maximum file size is 5Mb

No files uploaded yet.

Add files... >

Start upload >

You will need to keep a record of registrants who have completed this CPD.

- CPD Content: In this section you provide a description of the CPD event. Please give a clear outline of what the CPD is about, so that the Deputy CPD Chairs will be able to make a considered judgement as to whether this meets the standards and is relevant.
- Brief description:
 - This should be a few words explaining the purpose of the CPD, who is delivering it and how it is being delivered.
- PowerPoint files can be large so save them as pdf handouts 6 slides to a page and upload that.
- Speaker/author biography, affiliations, conflicts of interest etc – please make this clear in your application.
- How will the CPD be delivered (e.g. in person, on-line)? How will attendance be monitored (attendance/engagement monitoring software is now available for the major webinar and streaming platforms)?
- Think about how workshops and discussion groups will be organised and give the names and brief description of facilitators if they are included in the session.

Step 5: CPD summary

This section shows a summary of your application:

CPD summary

CPD title	
CPD reference	
Internal reference	
Format	
Brief description	
Target professional groups	
Time taken to complete this CPD	1 hour
Number of CPD points	1
Domains and learning outcomes	

After creating the application

Review process

If you are a provisional provider, when you have submitted your application, it will be passed to the Deputy CPD Chairs who will review the information you have provided and will give you an initial response on the approval process within ten working days. Your application may be approved, or the CPD Deputy Chair may ask for additional information. If they request this, please supply all information through your CPD application in your CPD account. CPD will show as being 'under review' if the CPD Deputy Chair is still working on your application. When the Deputy CPD Chair requests more information, the due date is extended by 10 days from the date of the request.

If your application is rejected, you can resubmit it by going to the 'view my CPD' screen, clicking on the rejected C-reference, then click on the 'option' link, using the

drop-down menu to click on 'resubmit'. You can then use the CPD Deputy Chair's comments to re-write your application.

Setting up a session

If you are a provisional CPD provider, wait until the CPD has been approved before you run the event.

When the CPD has been approved (or if you are an approved CPD provider, when you have set up the CPD), assign a session to it before you run the event.

You can view it in the 'view my CPD' screen of your CPD provider account. The CPD will show in red as it is waiting for a session to be assigned. When you have assigned a session, it will show in black.

Click the 'show CPD' button if you want the CPD to be viewable to registrants. Make sure that you have included any booking links etc, and sufficient information for registrants to be able to book the session. If you tick the 'visible in CPD search' button, registrants will be able to search and view the CPD in their CPD accounts.



After the event

Please keep an attendee list for each event. You don't need to add this to your CPD provider account, but in case you are audited, the attendee list should include names and GOC numbers of attendees, so that you can provide written confirmation of completion to the attendees.

If the session is delivered online, you must be able to provide attendee engagement statistics, such as when individual attendees logged in and out. If there have been any changes to the session, please make a declaration after the event has run, detailing the changes to the session that were required, and why. This includes any changes that need to be made to the structure, content or delivery of the session, and the reasons for them and whether they will affect the session's suitability for an advertised audience, the allocated domains or the points available for the session.

Once you have set up a piece of CPD, and if it has been approved (for provisional providers), you can then set up sessions – remember to set these up before the session runs as you will not be able to set up a session after the event.

You set up a session by going to the piece of CPD in your 'View my CPD' screen, clicking on the relevant piece of CPD, then adding a new session.



Sources of information

The main source of information for all CPD is the [CPD provider guide](#), but please contact the CPD team at cpd@optical.org if you need further guidance. Please note that we can give you general guidance, but we will not be able to discuss the content of any individual CPD applications, as these are dealt with directly by the Deputy CPD Chairs.

- Written by Kate Pentol, CPD Officer. With thanks to Andrew Smith and Catherine Porter, Deputy CPD Chairs and to Tamsin Lott from Centre for Sight.

April 2026