

CPD Providers: Accreditation Checklist

CHECKLIST:

Application has been submitted 28 days prior to CPD activity being run	
I have read the OBA's CPD Provider manual to assist training providers	
The activity/event meets the criteria in Appendix A of the OBA Guidelines for CPD for endorsed and non-endorsed optometrists	
CPD activity is targeted to meeting the learning needs of an individual optometrist and not the business	
CPD activity brochure/program information has been provided in application	
Learning objectives have been provided	
If activity has assessment, multiple-choice assessment questions are attached and each question has four answer options	
If activity is independent learning (e.g. written article, video), a copy of the CPD activity content is attached	
Attendance list and points awarded have been submitted no later than 14 days after the activity has been completed	
Feedback survey includes two questions, as specified by OBA CPD Provider Manual , section A8: 1) Does optometrist believe the activity was aligned with stated learning objectives of the activity? 2) How has activity met the optometrist's own learning needs?	
If accredited, activity will be advertised with the OBA approved logo that indicates the number of points assigned	

Please note: In case of random audit by an external auditor, you **MUST** keep and store ALL educational content/information for a **minimum of two years**. i.e.:

- **copies of any presentations used**
- **copies of completed feedback surveys**
- **completed AND marked MCQ assessment forms.**

Questions? Contact our *Eye on CPD* team at cpd@optometry.org.au or call 1800 393 273.