



FAST TRACKING YOUR ACCREDITATION

The CPD Standards Office is a unique organisation and was founded with the vision of understanding and enabling positive and successful CPD and learning experiences. As a highly specialised expert team, our university led research has equipped us with extensive expertise on all things CPD.

The Professional Development Consortium (PDC) offers a fast tracked, swift assessment option. If you need to achieve your CPD Standards or Training Excellence accreditation faster than our standard assessment time periods, you are welcome to opt for our swift submissions service.

Fast Tracking your Accreditation: Swift Submissions

If you require an urgent assessment that needs to be completed within less than 30 days, there is an option of a 'Swift Submission'. For a higher fee, PDC can accelerate the submission process, and ensure that your training or learning activity receives prompt CPD assessment and is completed within your preferred timeframe.

Swift submissions can either take up to 7 or 14 working days from the point of receiving a completed submission form together with the relevant documents. There is an additional fee of 50% of the normal charge for the seven-day facility and 30% for the fourteen-day facility, with discounts for not-for-profit and charitable organisations.

The swift submission upgrade will cover the first assessment and accreditation only for the titles submitted at that time. Subsequent submissions will either be within the normal time frame or another swift submission may need to be charged.



Please note that for Swift Submissions to be undertaken promptly, the submission form must be completed fully and returned with all the required supporting documentation and submitted within 7 days from the registration confirmation letter. This enables us to schedule the work in the department accordingly - if you are unable to submit within this time frame please advise us and we can work with you.

We hope you have found this factsheet helpful.

Please email assessments@cpstandards.com for further information or contact us at 0203 745 6463 where our friendly membership team will be happy to help.

The CPD Standards Office part of
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