





The CPD Standards Office (CPDSO) 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; including a thorough understanding of professional CPD and the use of CPD Certificates for formal CPD records.

This factsheet provides advice and guidance for issuing your CPD Certificates of Attendance or Completion to your delegates.

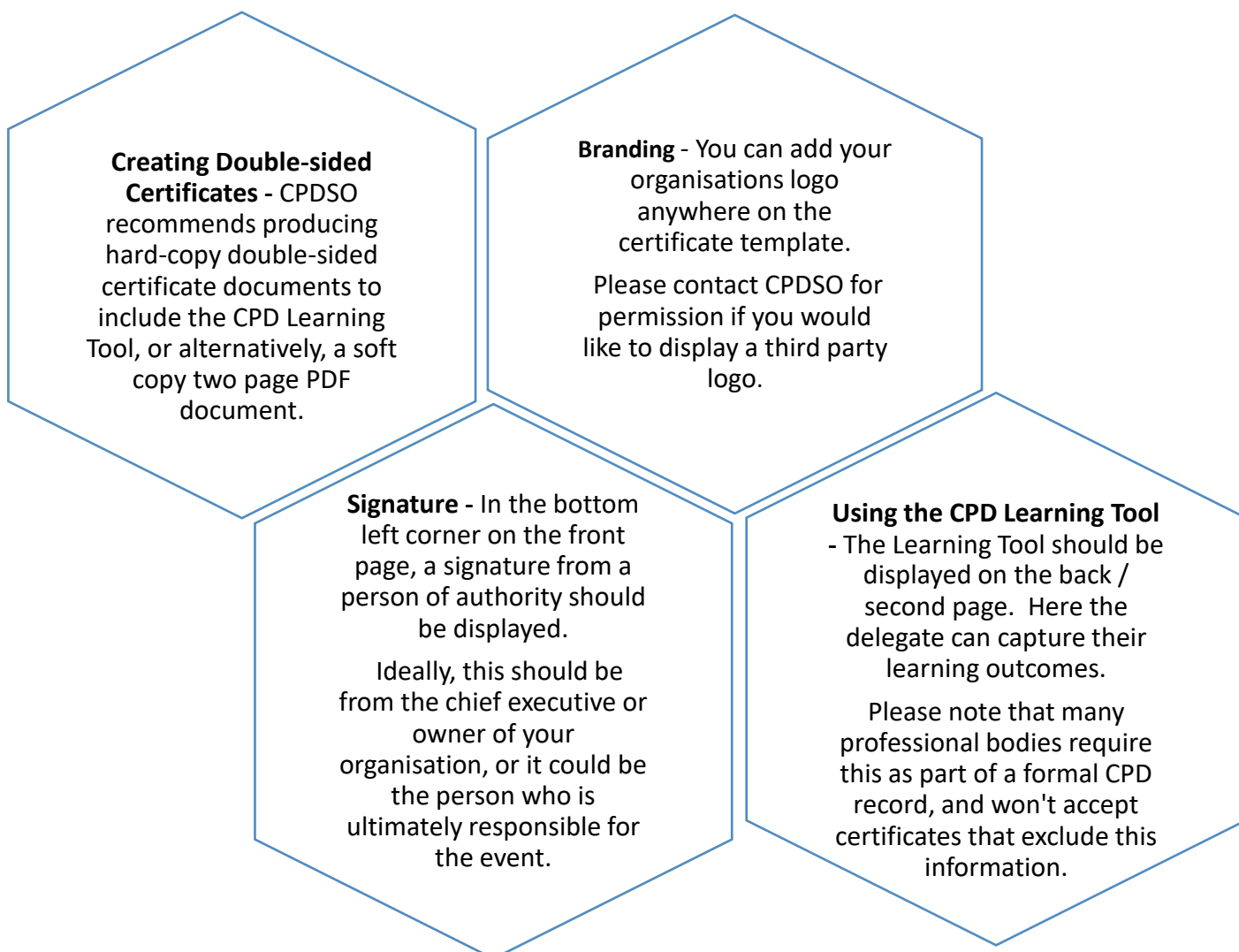
Issuing Your CPDSO Certificates

As a formal CPD accredited provider with the Office, you will have received a formal CPD Certificate template. This is a double sided document with the certificate on the front side, and a 'CPD Learning Tool' on the back side.

 <p>The CPD Standards Office CPD PROVIDER: 21890 2019 - 2021 www.cpdstandards.com</p> 	<p>CPD CERTIFICATE OF ATTENDANCE & LEARNING TOOL</p> <p>This is to certify that</p> <p><i>Delegate Name</i></p> <hr/> <p>Has completed the following CPD accredited activity:</p> <p>XXXXXXXX</p> <p>Delivered by:</p> <p>XXXXX</p> <p>The CPD Standards Office: Provider No: XXXX</p> <p>Signed: _____ (Name, Title) Date: XXXX</p>
<p>CPD LEARNING TOOL EVIDENCING YOUR LEARNING</p> <p><small>This activity equates to 6 hours of CPD. This certificate should be kept within your CPD record and can be used as evidence in a CPD audit by a professional body Institute or regulator.</small></p> <p><small>Now you have completed this CPD activity, please complete the following questions. They will help you reflect on your learning, how new skills can be applied to your role, and how learning outcomes can be recorded for formal CPD purposes.</small></p> <p>Before the activity: What was the key reason for you choosing to undertake this activity?</p> <p>During the activity... Were there any key takeaways or ideas for practice you thought of? What was the most relevant part in relation to your role?</p> <p>After the activity: How could you build on your learning? What could you share with your colleagues?</p> <p><small>Significant learning points to transfer to a CPD record if required:</small></p>	

A template Certificate of Attendance will be awarded if you are a CPD provider of face to face CPD activities e.g. training courses, events, coaching or speaking seminars. A template Certificate of Completion will be awarded if you are a provider of online activities or long term training courses.

Your Accredited CPD Logo - You will have also received a CPD accredited logo that details your unique 5 digit provider number, and the timeframe in which your accreditation is valid. It will require a CPD check up by our assessment team just prior to the 2nd anniversary of accreditation to ensure that the content is current and up to date. This logo should be displayed at the top of the front of your certificate.



CPD Points and Hours - At the top of the CPD Learning Tool, there is a sentence that reads 'This CPD activity equates to XX CPD hours'. As part of your assessment process you will have been advised on the approximate number of CPD hours that have been awarded to your CPD activity. As a general rule:

- One CPD hour is one full contact hour of teaching or learning, and can include question and answer sessions, but not networking time.
- One CPD point usually equals One CPD hour. However, this can vary from sector to sector, and the Office advises that if you are listing CPD points on your certificate, you ensure it is fully aligned to the key professional bodies or institutes within your sector.

Issuing Your CPD Certificate

It is important that CPD Standards CPD Certificates are only issued to delegates who have completed the training course, event, or activity in full. The value of the CPD activity and accreditation will be devalued if CPD Certificates are issued to delegates who do not finish the CPD activity in full.

These certificates can be issued as hard copies using thick page or card. They can either be issued at the end of the training course, or event. Or, the certificates can be issued as soft copy PDF documents, and emailed to delegates post the CPD activity.

Save Yourself Unnecessary Administration Time...

The majority of CPD Standards providers report that they rarely have 100% of their delegates or students request CPD Certificates from every face to face CPD activity that they deliver.

Therefore, creating the certificate in advance for all of your delegates attending a CPD training course, event, coaching programmes or speaking events, will potentially create unnecessary administration.

The Office recommends that you create the certificates on request by a delegate for each of your delegates.

In addition, we recommend that the issuing of the certificate is linked to completion of your evaluation or feedback forms, where the delegate must detail their feedback on the CPD activity and then tick a box as per the example below:

Please tick the box if you would like to receive a CPD Certificate of Attendance for this CPD Course / Event / Programme

Make sure that at the top of your evaluation or feedback forms you capture the delegates work or home address, for hard copy certificates, and email address to send soft copy certificates.

Keeping Certificate Records

Once you have issued a set of CPD Certificates to your delegates, you do not need to submit the delegate names to the CPD Standards Office. Instead you should have a formal administrative system that records the delegate name and contact details for each certificate issued.

The Value of CPD Certificates....

As a provider of learning that has been formally CPD recognised, your delegates or students will be primarily attracted to you as a CPD provider because they can obtain a CPD Certificate that can subsequently be included within their formal CPD record for their professional body, regulator or employer.

Make sure you get full value out of your CPD Standards CPD Accreditation Status, and make it clear in your marketing communications that a CPD Certificate will be available after full attendance, or completion of the CPD activity.

Many of our CPD providers find that the ability to issue CPD Standards CPD Certificates improves the appeal of their training or learning activity, and adds credibility to their reputation.

Don't just take our word for it....

“Having our solutions assessed and reviewed by The CPD Standards Office was critical to us. As the leader in our space, we continuously ensure that the training we offer is leading-edge. Most importantly, an independent review from a credible body such as the CPDSO gives our customers and their learners the quality assurance they very often require internally or for their own CPD records.”

Rebecca Muenger, Marketing Director, Rosetta Stone

“Thanks very much for all you have done to enable us to do better in the Middle East. The accredited international knowledge and the Accredited CPD certificates are highly sought after!”

Jacqueline Purcell, Director, Jasper Alliance

We hope you have found this factsheet helpful. For more testimonials visit the [case studies webpage](#) on the CPD Standards website.

Please see www.cpdstandards.com for more information on our accreditation services, or call 0203 745 6463 for further advice.