## **CHECKLIST FOR ACCREDITORS & ACCREDITED SERVICE PROVIDERS**



## ACCREDITORS

		Term of office of the Professional Board for									
		Year 1		Year 2		Ye	ar 3	Year 4		Yea	ar 5
			leted		pleted		pleted	Comp		Comp	
Re-application for Accreditor status	CPD unit sends reminder for re-application as an accreditor when new board is appointed (to be followed-up by board manager)	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
	Comments (if applicable)										•
	Accreditor submits form CPD2 and a motivation for the re- application to the board manager <b>before</b> the first board meeting of the newly appointed professional board										
	Comments (if applicable)										
	Board manager acknowledges receipt of the application and places item on the agenda of the first board meeting of the newly appointed professional board										
	Comments (if applicable)										
	Board approves/rejects application at the first board meeting of the newly appointed professional board										

Comments (if applicable)										
Board manager communicates approval/rejection to the CPD unit										
Comments (if applicable)										
CPD unit assigns a board-specific accreditation number and communicates this number to the board manager										
Comments (if applicable)		•		•	•	•	•			
Board manager communicates status of application and board- specific accreditation number to Accreditor (if applicable)										
Comments (if applicable)		1								
			Tern	n of offi	ce of th	e Profes	sional B	oard		
	Ye	ar 1	Yea	ar 2	Ye	ar 3	Ye	ar 4	Yea	ar 5
	-	1	-	1		1	-	1	Comp	
CPD unit sends reminder for annual reports to be submitted by the Accreditor by 31 January (to be followed-up by board manager)	Yes	NO	res	NO	res	NO		NO	res	No
Comments (if applicable)										
Accreditor submits annual report to the board manager before 31 January of the applicable year PLEASE NOTE: If the report is not received in time, the board can decide whether to maintain the accreditor's status										
Comments (if applicable)										
Board manager acknowledges receipt of the report and places item on the agenda of the first board meeting of that year										
Comments (if applicable)						•				
Board approves/rejects reports at the first board meeting of the year PLEASE NOTE: Quality assurance of activities can be conducted										
	Board manager communicates approval/rejection to the CPD unit   Comments (if applicable)   CPD unit assigns a board-specific accreditation number and communicates this number to the board manager   Comments (if applicable)   Board manager communicates status of application and board-specific accreditation number to Accreditor (if applicable)   Comments (if applicable)   Comments (if applicable)   Comments (if applicable)   Comments (if applicable)   CPD unit sends reminder for annual reports to be submitted by the Accreditor by 31 January (to be followed-up by board manager)   Comments (if applicable)   Accreditor submits annual report to the board manager before 31 January of the applicable year   PLEASE NOTE: If the report is not received in time, the board can decide whether to maintain the accreditor's status   Comments (if applicable)   Board manager acknowledges receipt of the report and places item on the agenda of the first board meeting of that year   Comments (if applicable)	Board manager communicates approval/rejection to the CPD unit   Comments (if applicable)   CPD unit assigns a board-specific accreditation number and communicates this number to the board manager   Comments (if applicable)   Board manager communicates status of application and board-specific accreditation number to Accreditor (if applicable)   Comments (if applicable)   Cereditor by 31 January (to be followed-up by board manager)   Comments (if applicable)   Accreditor submits annual report to the board manager before 31 January of the applicable year   PLEASE NOTE: If the report is not received in time, the board can decide whether to maintain the accreditor's status   Comments (if applicable)   Board manager acknowledges receipt of the report and places item on the agenda of the first board meeting of that year   Comments (if applicable) Board approves/rejects reports at the first board meeting of the	Board manager communicates approval/rejection to the CPD unit Image: CPD unit assigns a board-specific accreditation number and communicates this number to the board manager   CPD unit assigns a board-specific accreditation number and communicates this number to the board manager Image: Comments (if applicable)   Board manager communicates status of application and board-specific accreditation number to Accreditor (if applicable) Image: Comments (if applicable)   Board manager communicates status of application and board-specific accreditation number to Accreditor (if applicable) Image: Comments (if applicable)   Comments (if applicable) Image: Comments (if applicable) Image: Comments (if applicable)   Comments (if applicable) Image: Comments (if applicable) Image: Comments (if applicable)   CPD unit sends reminder for annual reports to be submitted by the Accreditor by 31 January (to be followed-up by board manager) Image: Comments (if applicable)   Comments (if applicable) Image: Comments (if applicable) Image: Comments (if applicable)   Accreditor submits annual report to the board manager before 31 January of the applicable year PLEASE NOTE: If the report is not received in time, the board can decide whether to maintain the accreditor's status Image: Comments (if applicable)   Board manager acknowledges receipt of the report and places item on the agenda of the first board meeting of that year Image: Comments (if applicable)   Board approves/rejects reports at the first b	Board manager communicates approval/rejection to the CPD unit Image: Comments (if applicable)   CPD unit assigns a board-specific accreditation number and communicates this number to the board manager Image: Comments (if applicable)   Board manager communicates status of application and board-specific accreditation number to Accreditor (if applicable) Image: Comments (if applicable)   Board manager communicates status of application and board-specific accreditation number to Accreditor (if applicable) Image: Comments (if applicable)   Comments (if applicable) 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applicable) Image: Comments (If applicable) Image: Comments (If applicable) Image: Comments (If applicable)   Board manager communicates status of application and board-specific accreditation number to Accreditor (If applicable) Image: Comments (If applicable)</td>	Board manager communicates approval/rejection to the CPD unit Image: Comments (If applicable) Image: Comments (If applicable)   Comments (If applicable) Image: Comments (If applicable) Image: Comments (If applicable) Image: Comments (If applicable)   Board manager communicates status of application and board-specific accreditation number to Accreditor (If applicable) Image: Comments (If applicable)

Accreditor, etc.					
Comments (if applicable)			1		L
Board manager communicates approval/rejection of report (and thus maintenance/rejection of Accreditor status) to the CPD unit as well as the Accreditor					
Comments (if applicable)					

## ACCREDITED SERVICE PROVIDERS

		Term of office of the Professional Board for											
		Yeo	ır 1	Year 2		Year 3		Year 4		Ye	ar 5		
		Completed		Completed		Completed		Completed		Comp	oleted		
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No		
Re-application for Accredited Service Provider	CPD unit sends reminder for re-application as an accredited service provider when new board is appointed (to be followed-up by board manager)												
(ASP) status	Comments (if applicable)												
	Accredited service provider submits form CPD2 and a motivation for the re-application to the board manager <b>before</b> the first board meeting of the newly appointed professional board <i>Comments (if applicable)</i>												
	Accredited service provider submits proof of payment of annual ASP fees to the board manager												
	Comments (if applicable)												
	Board manager acknowledges receipt of the application and proof of payment and places item on the agenda of the first board meeting of the newly appointed professional board												

	Comments (if applicable)										
	Board approves/rejects application at the first board meeting of the newly appointed professional board										
	Comments (if applicable)										
	Board manager communicates approval/rejection to the CPD unit										
	Comments (if applicable)										
	Board manager communicates with the financial department for correct allocation of the annual fees to the board's budget										
	Comments (if applicable)										
	CPD unit assigns a board-specific accreditation number and communicates this number to the board manager										
	Comments (if applicable)										
	Board manager communicates status of application and board- specific accreditation number to Accredited Service Provider (if applicable)										
	Comments (if applicable)										
				Term	of office	of the	Professi	onal Boa	ard for		
		Yee	ır 1	Year 2		Year 3		Year 4		Ye	ar 5
		Comp	leted	Comp	leted	Completed		Comp	oleted	Com	oleted
		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Maintenance of Accredited Service Provider	CPD unit sends reminder for annual reports to be submitted by the Accredited Service Provider by 31 January (to be followed-up by board manager)										
(ASP) status	Comments (if applicable)										
	Accredited Service Provider submits annual report to the board manager before 31 January of the applicable year PLEASE NOTE: If the report is not received in time, the board can decide whether to maintain the ASP status										
	Comments (if applicable)										

Accredited Service Provider submits proof of payment of annual fees to the board manager before 31 January of the applicable year PLEASE NOTE: If the proof of payment is not received in time, the board can decide whether to maintain the ASP status Comments (if applicable)					
Board manager acknowledges receipt of the report and proof of payment and places item on the agenda of the first board meeting of that year Comments (if applicable)					
Board approves/rejects reports at the first board meeting of the year PLEASE NOTE: Quality assurance of activities can be conducted by the board in whatever manner deems fit, e.g. request for further information, attendance of activities approved by the Accreditor, etc.					
Comments (if applicable) Board manager communicates approval/rejection of report (and thus maintenance/rejection of ASP status) to the CPD unit as well as the Accredited Service Provider Comments (if applicable)					
Board manager communicates with the financial department for correct allocation of the annual fees to the board's budget <i>Comments (if applicable)</i>					