

Accreditation Application Checklist



Course format date and venue	Tick (✓)
Do you know what type of event you are holding? <i>eg. small group teaching: seminar workshop/wet lab/, distance (online) course, conference, lecture based, webinar</i>	
Do you have a course title?	
Are your dates confirmed?	
Is your venue confirmed?	
Is your health and safety plan completed and ready for upload?	

Programme Content	Tick (✓)
Do you have intended learning outcomes (ie. what will the participants learn)?	
Do you have intended impact (ie. how will this benefit the participant's work)?	
Do you have a programme or course overview?	
Do you know what teaching materials will be used? <i>eg. course notes and handouts/ presentations/ videos/ web based /multimedia resource?</i>	
Do you have any other information we should know?	

Tutors / Presenter Qualifications	Tick (✓)
An NZVA accredited course must have tutors or presenters knowledgeable in the subject matter at a level higher than the intended audience and specific training, experience, and knowledge in the identified topic is required.	
Can you name the tutor(s) and their qualifications?	
Do you have a current CV or summary biography for all tutors to upload? <ul style="list-style-type: none"> • Details of qualification, current employment and any other experience related to the subject • Tutors of technical veterinary courses must hold a veterinary degree or be academically qualified in a field of science related to veterinary medicine. • Tutors of non-technical programmes must be qualified to provide continuing education relevant to veterinary professionals. They require academic degrees or formal education in the subject matter being presented, or extensive experience or training in the subject matter being presented, or other relevant documentation that supports a higher knowledge in the subject matter than expected of the veterinary professional audience 	

Animals and Cadavers	Tick (✓)
The NZVA follows strict guidelines regarding the use of animals and cadavers in CPD courses and events.	
If using live animals do you have the animal ethics approval number?	
If you are using live animals and don't have animal ethics approval can you explain why?	
If using cadavers can you advise how these were sourced?	
Do you have any other information we should know?	

CPD Points	Tick (✓)
Do you know how many hours of learning the course is?	
Do you know how many points and which category? <ul style="list-style-type: none"> • 1 hour Continuing Veterinary Education (CVE) = 1 point • 2 hours collegial learning = 1 point • 2 hours self-directed learning = 1 point <p>(please see the Veterinary Council of New Zealand guidelines here to help calculate the points)</p>	

Course Attendance	Tick (✓)
Do you know if attendance certificates are being supplied?	

Course Feedback	Tick (✓)
NZVA accredited courses must provide a user friendly, well-structured method of gathering learner feedback to enable improvement of all aspects of the course.	
Can you describe how delegate feedback will be collected?	

If you have any questions while completing the checklist please don't hesitate to contact us.

Leanne Fecser
Head of Education and Events
E leanne.fecser@vets.org.nz
P +64 27 354 2038

Charlotte Cantley
CPD Academic Director
E charlotte.cantley@vets.org.nz
P +64 27 488 1148