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<tr>
<th>Policy Category:</th>
<th>Provider Policy</th>
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<tbody>
<tr>
<td>Policy Name:</td>
<td>QCHP CPD Provider Accreditation Review Policy</td>
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<tr>
<td>Policy Code:</td>
<td>MOPH/QCHP/AD/CPDProvider/002</td>
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<td>Version Number:</td>
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<td>Developed by:</td>
<td>QCHP-AD</td>
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<td>Co-Consultants:</td>
<td>Royal College</td>
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<td>Reviewed by/Date:</td>
<td>QCHP-AD Team / January 11, 2016</td>
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<td>Approved by/Date:</td>
<td>Dr. Samar Aboulsoud / January 18, 2016</td>
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<td>Date of Due Revision:</td>
<td>January 18, 2017</td>
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<td>Validity:</td>
<td>This policy is valid until updated, replaced or canceled by the Qatar Council for Healthcare Practitioners-Accreditation Department (QCHP-AD). Update, replacement or cancellation of this policy may occur without prior notice. However, all concerned individuals and parties shall comply with such once officially notified by the QCHP-AD.</td>
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1. Introduction

The QCHP-AD developed a provider-based CPD accreditation system that recognizes CPD provider organizations that have met established standards in areas of educational development, governance, organizational infrastructure and administrative operations. All QCHP accredited CPD provider organizations are required to develop CPD activities that meet all established educational and ethical accreditation standards. Once approved, all CPD activities developed by accredited CPD provider organizations will be approved for credit under either Category 1 or Category 3 of the CPD Framework for the State of Qatar.

The CPD provider accreditation process is executed by QCHP-AD appointed and trained surveyors, who review submitted documentation, conduct an on-site visit and submit to the CPD Accreditation Committee a report with recommendations on the accreditation status of each accreditation standard and a recommended accreditation cycle. The surveyor report is reviewed by the members of the CPD Accreditation Committee who are responsible for determining all accreditation decisions (including the level of compliance of individual standards and the duration of the accreditation cycle).

2. Policy Statement

2.1. The QCHP-AD will accept applications to become accredited CPD provider organizations three times per year on:
   - April 1st
   - August 1st
   - December 1st

2.2. The QCHP-AD will appoint two accreditation surveyors whose task is to complete a review of all submitted documentation, complete an on-site visit, and to write a report with recommendations for consideration by the CPD Accreditation Committee. The accreditation surveyors will be supported by a QCHP-AD staff member throughout the accreditation review process.

2.3. The QCHP CPD Accreditation Committee will review the completed accreditation reviews (either initial applications or re-applications) three times per year.
   2.3.1. The February meetings of the CPD Accreditation Committee review all completed applications submitted on or before the previous December 1st.
   2.3.2. Accredited CPD providers who are approved during the February committee meeting will begin their accreditation cycle as a QCHP accredited CPD provider the following March 1st.
2.3.3. The June meeting of the CPD Accreditation Committee will review all completed applications submitted on or before April 1st.

2.3.4. Accredited CPD providers who are approved during the June committee meeting will begin their accreditation cycle as a QCHP accredited CPD provider the following July 1st.

2.3.5. The October meeting of the CPD Accreditation Committee will review all completed applications submitted on or before August 1st.

2.3.6. Accredited CPD providers who are approved during the October committee meeting will begin their cycle as a QCHP accredited CPD provider the following November 1st.

2.3.7. Accredited CPD providers whose accreditation cycles expire on March 1st are to submit their applications for re-accreditation on the December 1st immediately preceding the March 1st cycle expiration date.

2.3.8. Accredited CPD providers whose accreditation cycles expire on July 1st are to submit their applications for re-accreditation on April 1st immediately preceding the July 1st accreditation cycle expiration date.

2.3.9. Accredited CPD providers whose accreditation cycles expire on November 1st are to submit their applications for re-accreditation on August 1st immediately preceding the November 1st accreditation cycle expiration date.

2.4. Any QCHP accredited CPD provider who intends to submit an application to renew their accredited CPD provider status may request an extension (of up to 30 days) to submit their application. This request must be submitted, in writing, to the QCHP-AD no later than 30 days in advance of the due date for submitting an application to renew their accredited CPD provider status.

2.4.1. Any QCHP accredited CPD provider who fails to submit an application to renew their accredited CPD provider status will have their accreditation status revoked when their accreditation cycle expires.

2.5. All CPD activities developed by accredited CPD provider organizations will be approved for credit under either Category 1 or Category 3 of the CPD Framework for the State of Qatar.

3. Definitions

3.1. Accreditation Cycle is the duration of time that the accredited CPD provider is considered to be a QCHP-AD accredited CPD provider. During this timeframe, an accredited CPD provider may self-approve any CPD activity that they develop for CPD credits (which meets CPD accreditation standards) within the CPD Framework for the State of Qatar.
3.2. **Accreditation Surveyors** are the individuals, appointed and trained by the QCHP-AD who are responsible to review applications submitted by organizations wishing to become/renew their status as QCHP accredited CPD providers. Surveyors produce a report to the QCHP CPD Accreditation Committee on their recommended levels of compliance for each accreditation standard after reviewing CPD provider organizations. These recommendations are informed by the results of the application review and the accreditation site visit.

3.3. **Accredited CPD Provider** is an organization that has been accredited by the QCHP-AD by demonstrating that they have met the established standards in areas of educational development, governance, organizational infrastructure and administrative operations. All QCHP accredited CPD provider organizations may accredit a CPD activity for credit hours within Qatar’s CPD Framework. The CPD activity must be developed by the accredited CPD provider and must meet the CPD activity accreditation standards as defined by the QCHP.

3.4. **CPD Accreditation Committee** is the QCHP-AD appointed Committee responsible for decisions related to an accredited CPD provider’s compliance to specific accredited CPD provider standards and the duration of the accredited CPD provider’s accreditation cycle.

3.5. **Revocation of accredited CPD provider status** is the process by which the QCHP CPD Accreditation Committee terminates the accredited CPD provider status of a QCHP accredited CPD provider. As a result, the accredited CPD provider will no longer be granted the authority to self-approve any CPD activity (which meets CPD accreditation standards) that they develop for CPD credits within the CPD Framework for the State of Qatar.

3.6. **Accreditation site visit** is a component of the QCHP accreditation of CPD providers’ process whereby the QCHP accreditation surveyors visit the physical location of the applicant/accredited CPD provider to inform their decision(s) related to the accreditation status of an applicant/accredited CPD provider.

4. **Abbreviations**

CPD: Continuing Professional Development  
QCHP: Qatar Council for Healthcare Practitioners  
QCHP-AD: Qatar Council for Healthcare Practitioners-Accreditation Department

5. **Scope**
This policy applies to:
- The initial application of an organization seeking approval to become recognized as a QCHP-AD accredited CPD provider organization.
- Previously approved QCHP-AD accredited CPD provider organizations who are seeking to renew their status as an accredited CPD provider.

6. Roles/Responsibilities

6.1. The CPD provider organization (‘the applicant’) completes and submits the QCHP-AD Accreditation Application Form CPD Provider Organizations State of Qatar and provides all supporting documentation.

6.1.1. The ‘applicant’ administratively supports arrangements for the on-site accreditation visit, a component of the review process.

6.1.2. Once approved, accredited CPD provider organizations are accountable to the QCHP to continuously pursue compliance with the QCHP Accreditation Standards for CPD Provider Organizations and ensure consistent adherence to all QCHP-AD CPD Activity Accreditation Standards.

6.2. The QCHP-AD is responsible for establishing the accreditation review policy and procedures, the CPD accreditation standards and compliance criteria.

6.2.1. The QCHP-AD receives and reviews the submitted documentation to ensure all required documentation and information has been submitted by the applicant.

6.2.2. The QCHP-AD supports and trains surveyors to review all submitted documentation and conduct on-site visits.

6.2.3. The QCHP-AD administratively supports the CPD Accreditation Committee and oversees the CPD provider accreditation review process.

6.2.4. The QCHP-AD modifies the final QCHP Surveyor Checklist and Report for CPD Provider Organizations based on the discussions and decisions of the CPD Accreditation Committee.

6.2.5. The QCHP-AD creates the final QCHP-AD Accredited CPD Provider Accreditation Report and communicates the accreditation results to the applicant.

6.2.6. The QCHP-AD is accountable to support all applicants.

6.2.7. The QCHP-AD will review and revise the accreditation standards for CPD provider organizations to ensure they are reasonable and decisions are fair.

6.3. QCHP surveyors review submitted documentation from applicants.

6.3.1. QCHP surveyors conduct the accreditation on-site visit.

6.3.2. QCHP surveyors produce a report to the QCHP CPD Accreditation Committee on their recommended level of compliance for each accreditation standard and a recommended accreditation cycle for
6.3.3. QCHP surveyors are accountable to the CPD Accreditation Committee and to the QCHP-AD to consistently apply the criteria in a fair and transparent manner and contribute to the continuous enhancement of the CPD accreditation standards and review process.

6.4. QCHP CPD Accreditation Committee receives QCHP Surveyor Checklist and Report for CPD Provider Organizations from QCHP surveyors.

6.4.1. QCHP CPD Accreditation Committee determines the accreditation status of each standard and the duration of accreditation cycle for each applicant as per the QCHP Accreditation Decision Policy (MOPH/QCHP/AD/CPDProvider/004).

6.4.2. QCHP CPD Accreditation Committee is accountable to the QCHP-AD to ensure that the review process and decision processes are consistent and fair.

7. Procedures/Guidelines

7.1. Initial Accreditation Applications

7.1.1. The applicant declares their intent to submit an accreditation application in writing to the QCHP-AD.

7.1.2. The QCHP-AD executes the QCHP Accredited CPD Provider Eligibility Policy (MOPH/QCHP/AD/CPDProvider/001).

7.1.3. The QCHP-AD executes the QCHP Accredited CPD Provider Fees Policy – if applicable (MOPH/QCHP/AD/CPDProvider/003).

7.1.4. The applicant submits their application to become a QCHP-AD accredited CPD provider. This application includes:

7.1.4.1. The completed CPD Provider Accreditation Application Form.

7.1.4.2. All required appendices as defined by the CPD Provider Accreditation Application Form.

7.1.5. The QCHP-AD reviews the submitted documentation to check that all required documentation and information has been submitted by the applicant.

7.1.6. The QCHP-AD follows up with the applicant to request any additional documentation to complete the application.

7.1.7. The QCHP-AD assigns two QCHP-AD accreditation surveyors to review the application for accreditation.

7.1.7.1. The QCHP-AD reviews the pool of accreditation surveyors to determine the best-suited surveyors. This includes a review of the Surveyor’s Conflict of Interest Declaration Form.

7.1.7.2. The assigned QCHP-AD accreditation surveyors may not hold any direct authority in, or personal interest in, or financial affiliations with, the applicant.

7.1.8. The QCHP-AD submits the complete application package to the
QCHP accreditation surveyors.

7.1.9. The QCHP-AD collaborates with the QCHP accreditation surveyors to identify three potential dates and times for the accreditation site visit.

7.1.9.1. The QCHP-AD communicates the three potential dates and times for the accreditation site visit to the applicant who then chooses their preferred date for the accreditation site visit.

7.1.9.2. The QCHP-AD communicates the applicant’s preferred date for the accreditation site visit to the QCHP accreditation surveyors and makes all necessary logistical arrangements.

7.1.10. The QCHP-AD accreditation surveyors execute the accreditation site visit with the support of the QCHP-AD.

7.1.11. The QCHP-AD follows up with the applicant to obtain any additional documentation requested during the accreditation site visit.

7.1.12. The QCHP accreditation surveyors develop their QCHP Surveyor Checklist and Report for CPD Provider Organizations and submits the report to the QCHP-AD.

7.1.13. The QCHP-AD submits the QCHP Surveyor Checklist and Report for CPD Provider Organizations to the QCHP CPD Accreditation Committee.

7.1.14. The QCHP-AD schedules one accreditation surveyor to participate in the QCHP CPD Accreditation Committee meeting when the accreditation surveyor report will be reviewed.

7.1.14.1. The accreditation surveyor will respond to any questions from the CPD Accreditation Committee to enable the committee to make a final decision regarding the applicant’s level of compliance of each accreditation standard.

7.1.15. The QCHP CPD Accreditation Committee executes the QCHP Accreditation Decision Policy (MOPH/QCHP/AD/CPDProvider/004).

7.1.16. The QCHP-AD makes any requested changes to the accreditation surveyor report.

7.1.17. The QCHP-AD communicates the QCHP CPD Accreditation Committee’s decision related to the accreditation status of the applicant via email within 48 hours of the committee meeting.

7.1.18. The QCHP-AD communicates the decisions of the QCHP CPD Accreditation Committee to the applicant, in writing, as per the QCHP Accreditation Decision Policy (MOPH/QCHP/AD/CPDProvider/004).

7.1.19. The QCHP-AD updates the results of the accreditation review in the QCHP-AD Accredited CPD Provider Tracking Sheet.

7.1.20. The applicant may choose to appeal any decision(s) of the QCHP CPD Accreditation Committee as per the QCHP CPD Accreditation Appeals Policy (MOPH/QCHP/AD/CPDProvider/005).

7.2. Re-Accreditation Applications
7.2.1. One year from the accredited CPD provider’s accreditation re-application date, the QCHP-AD notifies the accredited CPD provider, in writing, that they are due to apply to renew their status as a QCHP-AD accredited CPD provider.

7.2.1.1. Accredited CPD providers whose accreditation cycles expire on March 1st are to submit their applications for re-accreditation on the December 1st immediately preceding the March 1st cycle expiration date.

7.2.1.2. Accredited CPD providers whose accreditation cycles expire on July 1st are to submit their applications for re-accreditation on the April 1st immediately preceding the July 1st accreditation cycle expiration date.

7.2.1.3. Accredited CPD providers whose accreditation cycles expire on November 1st are to submit their applications for re-accreditation on the August 1st immediately preceding the November 1st accreditation cycle expiration date.

7.2.2. Six months in advance of the application submission due date, the QCHP-AD schedules a one hour teleconference or face-to-face meeting with the accredited CPD provider organization to review the application process and the QCHP-AD Accreditation Standards for CPD Provider Organizations. This teleconference or face-to-face meeting should take place no less than 90 days from the application submission due date.

7.2.2.1. The QCHP-AD hosts the pre-accreditation submission teleconference or face-to-face meeting no less than 90 days from the application submission due date.

7.2.3. The accredited CPD provider submits their re-accreditation application. This application includes:

7.2.3.1. The completed CPD Provider Accreditation Application Form.

7.2.3.2. All required appendices as defined by the CPD Provider Accreditation Application Form.

7.2.4. The QCHP-AD reviews the submitted documentation to check that all required documentation and information has been submitted by the accredited CPD provider organization.

7.2.5. The QCHP-AD follows-up with the accredited CPD provider to request any additional documentation to complete the application.

7.2.6. The QCHP-AD assigns two QCHP accreditation surveyors to review the application for accreditation.

7.2.6.1. The QCHP-AD reviews the pool of accreditation surveyors to determine the best-suited surveyors. This includes a review of the Surveyor’s Conflict of Interest Declaration Form.

7.2.6.2. The assigned QCHP-AD accreditation surveyors may not hold
any direct authority in, or personal interest in (e.g. relatives or friends), or financial affiliations with the applicant.

7.2.7. The QCHP-AD submits the complete application package to the QCHP accreditation surveyors.

7.2.8. The QCHP-AD collaborates with the QCHP-AD accreditation surveyors to identify three potential dates and times for the accreditation site visit.

7.2.8.1. The QCHP-AD communicates the three potential dates and times for the accreditation site visit to the accredited CPD provider who then chooses their preferred date for the accreditation site visit.

7.2.8.2. The QCHP-AD communicates the accredited CPD provider’s preferred date for the accreditation site visit to the QCHP accreditation surveyors and makes all necessary logistical arrangements.

7.2.9. The QCHP-AD accreditation surveyors execute the accreditation site visit with the support of the QCHP-AD.

7.2.10. The QCHP-AD follows up with the accredited CPD provider to obtain any additional documentation requested during the accreditation site visit.

7.2.11. The QCHP-AD accreditation surveyors develop their QCHP Surveyor Checklist and Report for CPD Provider Organizations and submit the report to the QCHP-AD.

7.2.12. The QCHP-AD submits the accreditation surveyors report to the QCHP CPD Accreditation Committee.

7.2.13. The QCHP-AD schedules the accreditation surveyors to participate in the QCHP CPD Accreditation Committee meeting when the accreditation surveyor report will be reviewed.

7.2.13.1. The accreditation surveyor will respond to any questions from the CPD Accreditation Committee to enable the committee to make a final decision regarding the accredited CPD provider’s level of compliance of each accreditation standard.

7.2.14. The QCHP CPD Accreditation Committee executes the QCHP Accreditation Decision Policy (MOPH/QCHP/AD/CPDProvider/004).

7.2.15. The QCHP-AD makes any requested changes to the QCHP Surveyor Checklist and Report for CPD Provider Organizations.
7.2.16. The QCHP-AD communicates the decisions of the QCHP CPD Accreditation Committee to the accredited CPD provider, in writing, as per the QCHP Accreditation Decision Policy (MOPH/QCHP/AD/CPDProvider/004).

7.2.17. The QCHP-AD updates the results of the accreditation review in the QCHP-AD Accredited CPD Provider Tracking Sheet.

7.2.18. The accredited CPD provider may choose to appeal any decision(s) of the QCHP CPD Accreditation as per the QCHP CPD Accreditation Appeals Policy (MOPH/QCHP/AD/CPDProvider/005).

7.3. Failure to submit an application to renew accredited CPD provider status

7.3.1. If a QCHP-AD accredited CPD provider fails to submit an application to review their accredited CPD provider status on the established deadline, the QCHP-AD is to contact the accredited CPD provider to determine whether the application will be submitted.

7.3.2. If the accredited CPD provider notifies the QCHP-AD that they have no intention of submitting an application to renew their status as an accredited CPD provider, the QCHP-AD is to inform the QCHP CPD Accreditation Committee.

7.3.3. The QCHP-AD will notify the accredited CPD provider, in writing, that their status as a QCHP accredited CPD provider will expire on their accreditation cycle expiration date.

7.3.3.1. As a result, as of the accredited CPD provider’s accreditation cycle expiration date, the accredited CPD provider will no longer be granted the authority to self-approve any CPD activity (which meets CPD accreditation standards) that they develop for CPD credits within the CPD Framework for the State of Qatar.

7.3.4. Should the accredited CPD provider wish to re-apply to become an accredited CPD provider in the future, they will be required to submit an application as per the QCHP Accreditation Review Policy (MOPH/QCHP/AD/CPDProvider/002).

7.4. Extension to submit an application to renew accredited CPD provider status

7.4.1. An accredited CPD provider must submit, in writing, a request for an extension to the QCHP-AD no later than 30 days in advance of the due date for submitting their application to renew their accredited CPD provider status.
7.4.2. The accredited CPD provider submits their extension request which must include a rationale for why the extension has been requested.

7.4.3. The QCHP-AD has the authority to grant extensions for submission of an application to renew accredited CPD provider status not exceeding 30 days.

7.4.4. If an extension to submit an application to renew accredited CPD provider status is granted, the QCHP-AD informs the QCHP accreditation surveyors.

7.4.4.1. When the application to renew accredited CPD provider status is received, the QCHP-AD is to execute the re-accreditation application process as defined in procedure 7.2.

7.4.5. If an extension to submit an application to renew accredited CPD provider status is not granted, the QCHP-AD informs the QCHP CPD Accreditation Committee of this decision via email.

7.4.6. The QCHP CPD Accreditation Committee will be asked to revoke the accredited CPD provider’s accreditation status as of their accreditation cycle expiration date.

7.4.7. The QCHP-AD will notify the accredited CPD provider, in writing, of the QCHP CPD Accreditation Committee’s decision to revoke the accredited CPD provider status.

7.4.7.1. As a result, the accredited CPD provider will no longer be granted the authority to self-approve any CPD activity (which meets CPD accreditation standards) that they develop for CPD credits within the CPD Framework for the State of Qatar effective as of their accredited CPD provider cycle expiration date.

7.4.8. Should the accredited CPD provider wish to submit an application to renew their accredited CPD provider status in the future, they will be required to submit an application as per the QCHP Accreditation Review Policy (MOPH/QCHP/AD/CPDProvider/002).

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8. Flowcharts

8.1. Initial Accreditation Application - Attachment 1
8.2. Re-Accreditation Applications - Attachment 2
8.3. Failure to Submit an Application - Attachment 3
8.4. Extension to submit an Application - Attachment 4

9. References and Sources for Further Reading
N/A

10. Related Policies
10.1. QCHP accreditation standards for CPD provider organizations
10.2. QCHP Accredited CPD Provider Eligibility Policy (MOPH/QCHP/AD/CPDProvider/001)
10.3. QCHP Accredited CPD Provider Fees Policy (MOPH/QCHP/AD/CPDProvider/003)
10.4. QCHP Accredited CPD Provider Fee Schedule (MOPH/QCHP/AD/CPDProvider/003.1)
10.5. QCHP Accreditation Decision Policy (MOPH/QCHP/AD/CPDProvider/004)
10.6. QCHP CPD Accreditation Appeals Policy (MOPH/QCHP/AD/CPDProvider/005)
10.7. QCHP Extension to Submit Reports Policy (MOPH/QCHP/AD/CPDProvider/007)

11. Governing Law or Regulations
11.1. Emiri Decree No. 7 for the Year 2013
12. Attachments/Appendices

12.1. Flowchart: Initial Accreditation Application
12.2. Flowchart: Re-Accreditation Applications
12.3. Flowchart: Failure to Submit an Application
12.4. Flowchart: Extension to submit an Application
12.5. Template: CPD Provider Accreditation Application Form
12.6. Template: QCHP Surveyor Checklist and Report for CPD Provider Organizations
12.7. Template: CPD Provider Accreditation Decision Email – Successful
12.8. Template: CPD Provider Accreditation Decision Email – Unsuccessful
12.9. Template: CPD Provider Accreditation Decision Letter – Successful
12.10. Template: CPD Provider Accreditation Decision Letter – Unsuccessful
12.11. Template: CPD Provider Accreditation Decision Letter – Additional info
12.12. Template: Accredited CPD provider agreement form
Attachment 1

Initial Accreditation Application flowchart

1. Applicant submits application
2. Review by QCHP-AD
   - QCHP-AD assigns two surveyors and submits complete application package to them
   - QCHP-AD collaborates with surveyors and applicant to identify site visit date and time
   - Surveyors execute the accreditation site visit
   - Surveyors submit report to CPD Accreditation Committee
   - QCHP-AD schedules the surveyors to attend the CPD Accreditation Committee meeting
   - QCHP-AD CPD Accreditation Committee decides on accreditation status and cycle duration
   - QCHP-AD communicates decisions to applicant in writing and populates tracking sheet
   - Applicant may appeal decision
Attachment 2

Re-Accreditation Applications flowchart

QCHP-AD notifies accredited CPD provider in writing they are due to renew their accreditation status

QCHP-AD schedules and hosts pre-accreditation submission teleconference with accredited CPD provider

Accredited CPD provider submits re-accreditation application

Review by QCHP-AD

QCHP-AD collaborates with surveyors and applicant to identify site visit date and time

Surveyors execute the accreditation site visit

Surveyors submit report to CPD Accreditation Committee

QCHP-AD CPD Accreditation Committee decides on accreditation status and cycle duration

QCHP-AD communicates decisions to applicant in writing and populates tracking sheet

Applicant may appeal decision
Attachment 3

Failure to Submit an Application flowchart

Accredited CPD provider fails to submit an applicant to renew provider status

- Has accredited CPD provider informed QCHP-AD they will not renew?
  - Yes
    - QCHP-AD notifies CPD Accreditation Committee
  - No
    - QCHP-AD notifies accredited CPD provider in writing that their accredited provider status will expire at end of current accreditation cycle
Attachment 4

Extension to Submit an Application flowchart

Accredited CPD provider submits in writing to QCHP-AD request for extension

Review of the extension request by QCHP-AD

Is extension granted?

Yes

QCHP-AD informs surveyors

QCHP-AD informs accredited CPD provider

No

QCHP-AD informs CPD Accreditation Committee

CPD Accreditation Committee revokes CPD provider’s accreditation status

QCHP-AD informs accredited CPD provider