

	APPLICATION FOR APPROVAL OF A CONTINUING PROFESSIONAL DEVELOPMENT (CPD) ACTIVITY	(For office use only) REFERENCE No. P
A: APPLICANT DETAILS		
Date		
Organisation Name		
Contact Person		
Position/Function		
Physical Address	Tel ()	
Postal Address	Tel ()	
Cell Number		
E-mail address		
VAT No.		
B: ACTIVITY DETAILS		
Title of Activity		
Duration of Activity	Days	Hours
Presenter of the Activity		
Target Attendees (MetCert Discipline)		
Does this activity promote any products?	Yes	No
If so, what proportion of the time is spent on product promotion?		
Total Technical time in hours		
C: DESCRIPTION OF ACTIVITY (Attach a copy of the invitation/program)		

D: Why should the activity be considered for CPD Points?

Empty space for providing reasons for CPD points.

E: DECLARATION

I, on behalf of the..... (Name of the body/company), hereby confirm that I am fully aware of the requirements of the NLA-SA CPD Scheme and will ensure that the principles outlined in the scheme procedure will be adhered to and the requirements of the activity presenter will be completed. I also hereby authorise the NLA-SA to make any unscheduled visit during the presentation of the activity should they so wish.

.....
Signature

.....
Date

.....
Printed Name

.....
Place

Instructions:

Submit this application form with all the evidence, as prescribed in NLA-MC-I-12-XX, par 8 (available on the NLA web site www.nla.org.za), by e-mail, courier or hand deliver to the NLA-SA offices in Pretoria (Delivery and contact details also available on the web site.

Once the activity has been conducted, a completed attendance list and the feedback forms, completed by the attendees, shall be submitted to the NLA-SA.