



Application for Approval of Continuing Professional Development (CPD) Courses

This form is for Course Providers to apply for Society approval of their courses for Society CPD points. Successful providers can advertise courses as Society approved and use the Society approval logo for which a fee will be payable.

Send the completed form with any necessary additional documentation and the appropriate fee of £350 per course for an initial paper-based assessment. Should the course be greater than 1 week in length the CSFS may request to send an assessor to sit in the course to make a more detailed assessment of the full programme. This is chargeable at £350 per day plus T&S. Approval of events that are openly free to attend may be approved free of charge.

Following the initial paper-based assessment CSFS will inform the provider of their intentions to do this (including non refundable deposit). Additional courses from the same provider submitted at the same time will be assessed for a reduced cost. Details available on request.

The CSFS generally prefer to **NOT** approve course in their first round of delivery and may, if approached, advise against approval or offer Conditional approval. In such cases the attendance of an assessor will be required on at least 1 day per week of the initial course to grant approval. This is chargeable at £350 per day plus T&S.

Please email the completed form and association evidence to: cpd@csofs.org

Section 1 – Organisation details

Name of Organisation providing the course:	
Company/Organisation website address:	
Company Registration No. or Charity Registration No.	
Address line 1	
Address line 2	
Town/City:	
Post Code:	
Country	
Telephone Number:	

Courses approved by the Society will retain approval for a period of one year after which time re-approval will be required. Organisations with courses approved for CPD are considered approved providers of CSFS.

As part of its quality assurance procedures the Society may send assessors to a selection of the CPD course that it has approved. By submitting this form, the applicant agrees not charge the Society a fee for the attendance of its assessor on an approved course for the purpose of fulfilling this quality assurance policy.



Section 2 – Course details

(if applying for more than 2 courses on one form please attach additional course details to the end of this form)

Course name:	
Proposed date (s) the course will be delivered: <i>Please attach a copy of the outline programme alongside your marketing literature for this course. Please attach delegate's course evaluations with this application where available.</i>	
Course duration - actual contact time (hours): Please provide precise course hours minus refreshment breaks.	
For e-learning activities please give an indication of the average amount of time it is expected that learners will spend.	

Section 3 – Supporting documentation

Please indicate by ticking the appropriate box supporting documentation included in this application:	Tick
Technical details, including information on delivery of course	
Trainers details, including names, qualifications and experience	
Course summary, including aims and objectives	
Audience and learning outcomes, including details of any accreditation, certification or qualification associated with successful completion of the course	
Feedback from previous courses	
Written evidence that your company is recognised in the forensic area	

Section 4 – Applicants Declaration

Contact name:	
Position in Organisation:	
Address line 1 (if different from section 1)	
Tel:	
Mobile:	
e-mail address:	
Declaration I declare that to the best of my knowledge and belief that the information given on this form is correct.	
Signed by applicant:	Counter signed by authorised person within the organisation:
Name printed:	Name printed:
Date:	Date: