



THE CPD ACCREDITATION BUREAU

Checklists to use with the Accreditation Standard, Version 1.0, updated October 2026. Section references (C1 to C8) match the standard.

Self-assessment checklist

Work through this checklist before you submit. If you can answer yes to every question and point to the evidence, your activity is ready for review.

Ref	Question	Yes	Evidence
C1	Are there 2 to 8 learning outcomes, each using an observable verb?	☐	
C1	Is each outcome covered in a clearly identified part of the activity?	☐	
C1	Are outcomes shown to learners before or at the start?	☐	
C2	Is all content accurate and in line with current law, regulation and practice?	☐	
C2	Are facts, statistics and regulatory statements referenced?	☐	
C2	Has the content been reviewed in the last twelve months?	☐	
C2	Is the activity free of sales or promotional content?	☐	
C3	Does the activity include active learning, not only passive content?	☐	
C3	Are the intended audience and any prerequisites stated?	☐	
C3	Is the activity accessible, for example captions on video?	☐	
C4	Is there a learning check mapped to the outcomes?	☐	
C4	If a quiz is used, is there a pass mark and a chance to retake?	☐	
C4	Are certificates issued only on completion of the activity and check?	☐	
C5	Is there a profile for every trainer or author showing relevant expertise?	☐	
C5	Do you monitor trainer quality?	☐	
C6	Have you calculated hours using section 6, excluding breaks and networking?	☐	
C6	Are hours rounded down to the nearest half hour?	☐	
C6	Are the same hours used in all marketing and on certificates?	☐	
C7	Can learners ask questions and get a reply?	☐	
C7	Do you collect and review learner feedback?	☐	

Ref	Question	Yes	Evidence
C7	Do you have a learner complaints procedure?	☐	
C8	Is the marketing accurate, including hours and format?	☐	
C8	Does the marketing avoid calling accreditation a qualification or regulatory approval?	☐	

Submission checklist

For every activity

- Title, format and intended audience
- Learning outcomes and a map showing where each is covered
- Session plan or course outline with timings
- CPD hours and how they were calculated
- The learning check, with pass criteria where relevant
- Trainer or author profiles
- How learners ask questions, give feedback and complain
- The marketing description of the activity

By format, also include

Format	Additional materials
Courses and workshops	Slides, handouts and any exercises used
eLearning	Reviewer access to the module or the SCORM package, and pilot completion times
Webinars	Slides, or the recording for recorded webinars
Conferences and events	The programme with session timings, speakers and how attendance is recorded
Podcasts and video	The episodes or video files and any learning check
Publications	The full text, word count and any learning check