

Assessed CPD Endorsement evidence requirements

Outlined below is the evidence required for an Assessed Endorsement submission. You will also be able to access pop-up information boxes throughout the evidence page in the submission form. However, we recommend that you download the [CPD Endorsement Guide](#) for full details of the criteria and guidance on picking the right product.

What you will be asked to provide:

1. **Contact details:** For the main contact (to receive communications regarding the endorsement, finance contact (who we invoice), administrator (a back-up contact)
2. **Organisation details:** The full name of your organisation and address
3. **Website address:** Where the programme will be advertised
4. **Where you deliver the CPD programme:** Which countries and regions
5. **Do you own the intellectual property of the programme you are submitting?** Is it your own programme, if not download and complete the IP form provided.
6. **When do you want to deliver the programme?** The date you would like your endorsement to be in place by.
7. **Title:** The title of programme - ensure the title is consistent throughout.
8. **Target market:** Who are you aiming your training at?
9. **Description of training:** To include research sources.
10. **Marketing:** please provide an example of your marketing for the programme, or a link to your website where you advertise it.
11. **Is your training online/blended:** If it is, you will be asked to provide login details so the evaluator can check it out. Please ensure they don't need to answer any questions!
12. **Learning aims and outcomes:** What the purpose of the training is and what the learner will be able to do once they have completed it.
13. **Tutor:student ratio:** Let us know the maximum number of students that your tutor will have on the programme.
14. **Prerequisites:** The qualification that REPS Ireland members must have to undertake your training – this will be one of the qualifications listed on the [REPS Ireland Categories](#) framework.
15. **Guided Learning Hours:** How many learning hours your programme is (delivery, assessment, breaks, etc).
16. **Facilities & Equipment:** Download the template provided on the submission form to detail the facilities and equipment required to run your programme. We also require a video of your teaching venue and facilities
17. **Biography and certificates:** Download the template for each of your delivery team, complete it, then upload with the corresponding certificates. Please don't send in CVs!
18. **Tutor Information pack:** This is everything that a tutor will need to deliver your endorsed programme from the registration form to lesson plans to the certificate of achievement.
19. **Learner Information Pack:** This is the pack of information that the learner needs once they sign up to your endorsed programme, which includes the learner manual.
20. **Administration Pack:** The necessary systems and processes in place to guarantee that you can process, support and deliver training to the learners efficiently and effectively.
21. **Assessment:** Please provide details of the practical and/or theory assessments, and access details if online.

Handy Hint: Our [Resource Pack](#) can help you with many areas of your submission to save you time. We also run [training webinars for tutors, assessors and internal quality assurers](#) who are not qualified for those roles. We can also provide [Technical Consultants](#) for any aspect of your application. Visit our [Shop](#) for more information.