**CPE Accreditation Request Form**

To be filled in by the course provider and submitted to the AAB via email on accreditations@miamalta.org at least 3 weeks before the event.

**Course Provider Details**

|  |  |
| --- | --- |
| Name & Surname:  | Course Provider:  |
| Email Address:  | Phone Number:  |

**Event Details**

Open for the General Public / Private

 One-session event.

 Multi-session event, attendance to all sessions is compulsory.

 Multi-session event with a choice of sessions that can be attended separately, either on the same day or otherwise.

 Face-to-face course

 Live Webinar Meeting - Software Tool used:

Tick the criteria below. Eligibility for accreditation of online webinars require that all the criteria below is met:

 Is to be transmitted ‘**live**’.

 Allow for interaction between learner and presenter.

 Allow participants to hear the presenter and see the presenter and/or the presentation.

 Provide opportunities for all participants to raise questions.

 Provide a means to verify participants’ attendance throughout the entire duration of the event e.g.

 log-in and log-out confirmation.

**Event Details (Final Programme):**

Exact Event Title:

Date(s):

Registration Time:

Event Time:

Breaks:

Venue:

Speaker(s):

Summary of each session:

Speaker(s) profile:

Additional course material attached: Yes / No

**Other Relevant Information:**

I confirm that the above information is correct and that I have read the applicable CPE Accreditation Rules for [Online Webinars](https://www.miamalta.org/Accreditation-rules-online-webinars) / [Face-to-face courses](https://www.miamalta.org/Accreditation-Rules-face-to-face-courses).

Signature: Date: