**CPE Accreditation Request Form**

To be filled in by the course provider and submitted to the AAB via email on [accreditations@miamalta.org](mailto: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: