# Please note that it will take time for your application to be processed. Therefore should you wish to advertise CPD points on any promotional material, please ensure you apply at least six weeks prior to the date of the event.

**Accreditation of educational events is free to BACCN Regions.**

**Applications for accreditation are welcomed from non-BACCN organisations. Please see below for costs for non-BACCN organisations. Please also refer to our CPD T&Cs document for guidance on completing this form.**

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| **baccn logo** | **Are you applying for:**🞎 BACCN Study event or conference🞎 Non-BACCN study event or conference🞎 BACCN short course (5 days or less)🞎 Non-BACCN short course (5 days or less)**Title of event or short course:** |
| **Start Date:** | **End Date:** | **BACCN Region organising the event:** |
| **For non-BACCN Events:****Name of your organisation:** **Is your organisation:**🞎 NHS🞎 Charitable🞎 Commercial🞎 Other**Please provide a description of your organisation:****A cost will be applied to non BACCN events, please see below for list of fees.** |
| **Venue:**  | **Provide a brief outline of the Programme:(Ensure you include a copy of the programme with your application.)** |
| **Correspondence Address:** |
| **Number of Certificates Required:** |
| **No of educational hours :** (excluding breaks etc) **No of CPD hours applied for:** | **Nominated contact person:****Tel:** **Fax:** **Email:**  |
| **Will the audience be:**🞎 Regional🞎 National 🞎 International |  | **BACCN Membership Number:** |
| **Attendance fee for BACCN Members:** **Attendance fee for Non-members:**  | **Has course event or course been accredited by another professional organisation:**🞎 No🞎 YesIf yes please specify the organisation. |
| **Name of Sponsor(s): None** *(if any)* |  |
| **Will the sponsor be giving an oral presentation during the event?** YesNo**Will this presentation be used to promote a product** Yes No**If yes, what is the length of time of the promotional presentation in proportion to the overall event.** |
| **INTENDED PARTICIPANTS:** 🞎 Critical Care Nurses 🞎 All nurses  🞎 Multi-disciplinary 🞎 BACCN members only 🞎 Open to non-BACCN members |

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| **LEARNING OUTCOMES/OBJECTIVES OF THE EVENT:** (It would be useful for your delegates if you could link the learning outcomes to the NHS Knowledge and Skills Framework)**What teaching methods will be used?**🞎 lectures 🞎 seminars 🞎demonstrations 🞎 workshops 🞎 discussion groups 🞎 quizzes 🞎 other (please specify)**How will the event be evaluated?(Please ensure you include a copy of the evaluation form with your application)** |
| **SHORT COURSES:****BACCN requires additional information for short courses or non BACCN events and this additional information must be sent along with your application before it can be processed.****Please see document entitled “*Terms and Conditions – BACCN Continuing Professional Development Guide for CPD Hours*” for guidance on completing the application** |
| **Name and address of lead individual responsible for planning, delivering and evaluating the course:****🞎 CV is attached outlining this individual’s qualifications and experience in delivering educational programmes.** | **Does your course require the student/delegate to complete an assessment** 🞎 yes 🞎 No.Provide a brief outline of the assessment strategy here.🞎 Detailed outline of assessment strategy is attached to application form. |
| **What is the length of your course in number of days:** | **What is the estimated student workload required to complete the assessment in hours. Consider revision and reading time as well as writing up of assignment.** |
| **How will your course be delivered:**🞎 Classroom based🞎 Web based🞎 Classroom and web based🞎 Other | **What is the estimated tutor workload in hours for:**🞎 Teaching hours🞎 Preparation hours🞎 Student support hours🞎 Marking and providing feedback. |
| **Provide an outline of the infrastructure necessary to support your course. Consider the following:*****Relevant teaching personnel******Classroom space******IT support******Internet access******Clinical supervisors*** |
| **Do you own copyright for the materials used in your course:**🞎 Yes🞎 No🞎 Attach permission for use of any copyrighted materials | **Provide up to 5 key references which underpin the content of your course:** |
| **SIGNED:** | **DATE:** |
| **Organisers of CPD approved events are required:**a) To keep a record of the names of people who attended. b) b) To provide attendance certificates for participants.Events can be advertised on the BACCN website and journal provided you give enough notice. |
| **FOR OFFICE USE ONLY** |
| **THIS EVENT WAS APPROVED FOR CPD BY** **NAME:**  | **NUMBER OF CPD HOURS AWARDED FOR****FULL ATTENDANCE**: |
| **SIGNED:** **DATE**:  | **Fees for Non-BACCN events.** |
|  | **FOR ECHO ONLY:****Date notification of outcome to applicant:****Date of Issue of certificates & NMC reflection template:** |

**Costs for CPD points for non-BACCN events are as follows:**

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| **Educational Events and conferences**One or two deliveries of identical events in a 12 month period | **£500** (+VAT)commercial organizations**£200** (+VAT) NHS and charities etcInclusive of 200 certificates per annum |
| **Educational Events and conferences**More than 2 deliveries of identical educational events in a 12 month period | **£800** (+VAT)commercial organizations**£400** (+VAT) NHS and charities etcInclusive of 200 certificates per annum |
| **Additional certificates** | **£30 per 100** |
| **Short Course (5 days or under)**One or two deliveries of identical courses in a 12 month period | **£1000** (+ VAT)commercial organizations. An additional fee of £250 is payable for annual renewal with full re-accreditation due after 3 years.**£750** (+VAT) NHS and charities etc. An additional fee of £125 is payable for annual renewal with full re-accreditation due after 3 years. |
| **Short Course (5 days or under)**More than two deliveries of identical courses in a 12 month period | **£3000** (+VAT) commercial organizations. An additional fee of £500 is payable for annual renewal with full re-accreditation due after 3 years.**£1500** (+VAT) NHS and charities. An additional fee of £250 is payable for annual renewal with full re-accreditation due after 3 years. |

NEXT STEPS:

Before submitting your application to **support@baccn.org** please ensure you have included the following:

🞎 Application form

🞎 Programme of event which includes the time taken for each session and the

 speaker.

🞎 A copy of your evaluation form for the event

Non BACCN applications should include payment of the fee. Applications will only be processed on receipt of the fee. Please contact support@baccn.org for payment details.

For short courses you should provide the following information:

🞎 CV of lead individual with responsibility for planning, delivering and evaluating the

 course.

🞎 Biographies of main speakers

🞎 Assessment strategy including estimated student workload, pass/fail criteria etc.

🞎 Permission for use of any copyright materials.

🞎 Course documentation e.g. rational, aims and outcomes etc.