ACRP
Association of Christian Religious Practitioners

SAQA

ACRP is a professional body recognised in South Africa by SAQA in terms of the section 13 (1)(i)(ii) of the National Qualifications Framework Act 67 of 2008 - SAQA Reg No.: PB 0000110

POLICY AND CRITERIA

FOR CONTINUED PROFESSIONAL DEVELOPMENT (CPD) PROGRAMMES REGISTERED WITH ACRP

As it applies to the

Council for General Ministry Practitioners (CGMP)

and

Council for Ministry Training Practitioners (CMTP)

Version 6.07

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ASSOCIATION OF CHRISTIAN RELIGIOUS PRACTITIONERS (ACRP)

GUIDELINES
FOR SUBMITTING CONTINUED PROFESSIONAL DEVELOPMENT (CPD) PROGRAMMES FOR ACCREDITATION WITH ACRP (CGMP & CMTP)

1. INTRODUCTION

ACRP as the SAQA recognised professional body for religious professionals has the responsibility to implement a *Continued Professional Development (CPD)* strategy. The ACRP (CGMP / CMTP) approach to CPD is explained in this document.

The purpose of CPD is threefold: it aims to enhance knowledge, skills and ethical prowess that underpins competent ministry practice; to keep persons who are professionally registered up to date with new developments in their professional environment; and to provide a route to persons in the profession to systematically increase their level of qualification. A systematic or structured participation in CPD programmes will also open the possibility of being registered on higher professional levels over time.

Participation in CPD programme registered with ACRP is *relevant to persons who have been formally affiliated with ACRP* and have been awarded a professional designation. See the document *ACRP Registration / Affiliation Categories* for a summary of the categories and rules of designation (attached hereto as Annexure 1).

2. CONDITION FOR EARNING CPD POINTS

To be counted as CPD, *events* must obviously be registered with ACRP for CPD purposes, and *other activities* must be recognised by ACRP in accordance with the guidelines in this document (see Section 6 below). The registration and recognition processes are described in Section 7-13 below.

To earn CPD points from such events or activities, the *participants (learners / students) must be affiliated* with the professional body. Affiliates could register on their own. The preferred option, however, is for affiliates to be registered with ACRP via an institution which is registered with ACRP as an *intermediary*. The basic role of an intermediary is to facilitate the registration of the individuals in the intermediary's network as affiliates of the professional body. For arrangements to be registered as an intermediary, contact the ACRP office at acrp@acrpafrica.co.za.

3. CATEGORIES OF CPD PROGRAMMES: ELECTIVE AND STRUCTURED

ACRP recognises two categories of CPD, namely *elective* and *structured* CPD. See Annexure 1 for the link between the different options of being affiliated with ACRP and the category of CPD that is valid for those options. The categories of CPD are as follows:

3.1 Elective CPD

Elective CPD is relevant to persons who have been awarded a designation by ACRP *based on their having a qualification that is relevant to the level of designation*. The qualifications required for this "direct route" towards a designation, and the relevant CPD types, are shown in the document *ACRP Registration / Affiliation Categories* (Annexure 1)

The topics of these CPD programmes are referred to as "elective" in the sense that it may deal with *any* theme of ministry or theology according to the designated person's personal interest, preference or need. The themes are

normally expected to be related to the Scope of Practice (SoP) of persons in ministry as published in the NQF Level 2 or 5 QCTO based ministry qualifications – see the QCTO or ACRP websites. Exceptions to the SoP link may be negotiated with ACRP with stating of reasons.

Note: Elective CPD may also be valid in the case of a person who has been awarded a designation through Recognition of Prior Learning (RPL) who has completed a qualification which, although not recognised or registered by SAQA, was found *through a process of RPL* to be of adequate standard.

The types of activities recognised for elective CPD purposes are described in Section 6.1 below.

3.2   Structured CPD and RPL towards a qualification

Structured CPD is relevant to persons who do not have the relevant qualification for a designation but have been *awarded a designation by ACRP/CGMP based **on Recognition of Prior Learning (RPL) towards a designation*** – that is, based on their years of ministry experience. *The purpose of structured CPD is to place the affiliate without a ministry relevant, SAQA recognised[1] qualification on a trajectory to systematically increase ministry skills, and preferably also to acquire the qualification that would be valid for the affiliate's present or next level of designation.*

Three types of structured CPD programmes are recognised by ACRP:

Type 1:   Structured CPD programmes that are *aligned* with a qualification registered with SAQA and *presented by a QCTO or CHE accredited institution* in accordance with all the standards and requirements set by (or agreed to with) the relevant quality council.

Type 2:   Structured CPD programmes that are *aligned* with a qualification registered with SAQA, presented by a non-QCTO/CHE accredited institution, or by an accredited institution but in a setting which does not fulfil all institutional readiness requirements due to contextual constraints - but still on standards that will allow Recognition of Prior Learning (RPL) related to that qualification.

Type 3:   Structured CPD programmes that are *not aligned* with a qualification registered with SAQA, but on a standard satisfying ACRP's expectations in terms of its value towards preparation for ministry and for the ability to continue with formal studies after completion of this programme. In the case of Type 3 accreditation, the presenter has to undertake (a) that students will be clearly informed that the course does not lead to achieving a qualification; (b) that students on the programme who do not have a formal qualification yet, will be encouraged to continue with a formally accredited qualification or an aligned structured CPD programme after the completion of the present programme series; and (c) that guidance will be given to such students on where and how to enroll for studies towards a formal qualification. Options that will be realistic in terms of a student's financial position, geographical location, and current occupational responsibilities should be brought to the students' attention.

The kind of activities recognised for elective CPD purposes are described in Section 6.2 below.

PLEASE NOTE: It is a punishable offence in South Africa to bring a learner under the impression that a training programme will lead to a formal qualification if that programme is not accredited with a quality council within the National Qualification Framework (NQF) or otherwise recognised by SAQA. The names of formal qualifications such as DIPLOMA or DEGREE is protected by law in South Africa and may not be used for recognising the completion of a course not registered with SAQA. Awarding of titles such as "honorary doctorate" or "professorship" is also protected by law. It is an offence in South Africa to award, or use, such titles outside of the specific provisions of the relevant legislation.

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[1] A "SAQA recognised qualification" is a South African qualification registered on the SAQA website or a foreign qualification that was evaluated and approved by SAQA.

4.   NUMBER OF CPD POINTS TO BE EARNED ANNUALLY

Affiliates with an *elective CPD duty* must earn at least *20 (twenty)* CPD points from an ACRP recognised CPD provider or from other activities or resources as identified in Section 6 below.

Affiliates with a *structured CPD duty* must earn at least **30 (thirty)** CPD points *per annum* **of which at least 20 (twenty) must be structured CPD points**, earned from an ACRP recognised structured CPD provider.

The number of CPD points as indicated above should be seen as the minimum. It is recommended that affiliates will of own accord increase the number of points earned each year. *It is in particular recommended that* **affiliates with a structured CPD duty** *should substantially increase the number of* **structured CPD** *points they earn so that progress towards the achievement of the outcomes and qualifications they aspire for may be expedited.*

Points are not transferable from one year to the next.

Attendance of ACRP Conferences will count for the number of *elective* CPD points in accordance with the calculation of points in Section 6 below.

When applying for the registration of a CPD programme or event, providers are requested to indicate their estimate of the number of CPD points to be earned through an activity. The final decision on the number of CPD points to be earned through an activity is however at the sole discretion of ACRP.

5.   CPD requirements for different types of affiliation and levels of designation

For a summary of the CPD types that are relevant to affiliates (professionally designated persons) on the various levels of designation and for the different types of affiliation, see the document *ACRP Registration / Affiliation Categories* in Annexure 1.

6.   ACTIVITIES RECOGNISED BY ACRP FOR CPD AND THE CALCULATION OF CPD POINTS

The activities and resources recognised for CPD purposes, and the manner of calculating the related CPD points are as follows:

6.1   Activities recognised for <u>elective</u> CPD purposes

a.   Attending an ACRP recognised CPD event

The term CPD "event" refers to a ministry or theology related lecture, presentation, symposium, conference (including ACRP conferences) or short course registered with ACRP. To apply for registration of an event, see the guidelines in Section 7.

The calculation of points depends on a number of variables, such as the level of intensity or complexity of training, the duration of training, etc. As a (non-fixed) general rule of thumb, the following will apply:

- For short courses up to four hours: the calculation is half a point per hour of active CPD activity (thus, for example, two points for a four-hour course, tea breaks, times for socialising etc excluded).
- For a one-day short course (five or more active course hours) the number of points will normally be 3 without and 5 with assessment.

- A short course of two consecutive days will be awarded 6 points without and 8 points with assessment.
- A short course of three days or longer will be awarded a maximum of 7½ points without and 10 points with assessment.

Note: ACRP may in its discretion award a different number of points to an activity.

b.   *Reading a peer reviewed article in an ACRP recognised academic magazine*

A CHE or QCTO accredited training provider or ACRP registered CPD provider may identify magazines for recognition by ACRP for CPD purposes. ACRP will publish a list of approved or accredited academic magazines on the ACRP website at www.acrpafrica.co.za (Should an ACRP affiliate want a magazine which is not on the recognised CPD magazine list to be recognised for CPD purposes, a recommendation by a registered provider will be needed.)

CPD points will be calculated at approximately two points per 15 pages. ACRP may in its discretion award points to an article of less or more pages or may award less or more points to an article.

To claim CPD points for the reading of an article, the affiliate must attach a note to the annual CPD activity report (see Section 12, Annexures 4 and 5) with a confirmation that the article was read and a brief resume (± 200 words) of the article. The resume may not be a copy of the published summary of the article – it should be in the affiliate's own words, and should include a brief summary of the main theme of the article, with the affiliate's evaluation of the article, indicating how it contributed to the strengthening of the affiliate's ministry knowledge, skill, etc.

c.   *Doing a review of a peer reviewed article for an ACRP recognised academic magazine.*

The calculation of the CPD points is the same as for the reading of peer reviewed articles. To claim CPD points for reviewing the article, the same information as for the reading of an article (sub-section (b)) must be submitted.

d.   *Authoring a peer reviewed article or paper*

An article which is peer reviewed and accepted for publication in an ACRP recognised magazine or accepted as an academic paper for presentation at an ACRP recognised theology/ministry related conference, is recognised for CPD points. General rule of thumb: 10 points per article or paper of at least twelve pages. ACRP may in its discretion award points to an article of less or more pages or may award less or more points to an article. The following information on the article must be provided in a note which is attached to the annual CPD activity report (see Section 12, Annexures 4 and 5): the title of the article, the name of the magazine, the volume or date of publication, the summary of the article as published.

e.   *Reading (studying) a CPD approved, ministry / theology related book*

A CHE or QCTO accredited training provider or ACRP accredited CPD provider may submit books for accreditation by ACRP for CPD purposes, with a brief motivation which should include an indication of Scope of Practice (SoP) items (see reference in section 3.1 above) covered in the book and a recommendation on the number of CPD points to be awarded for the reading of the book. (The general standard is one CPD point per approximately 50 pages of the book, unless otherwise motivated.) ACRP will publish a list of such approved books.

To claim CPD points, the affiliate should submit a note (letter or e-mail) with a confirmation that the book was read and a brief resume (approximately half a page) of the main theme of the book.

Should an ACRP affiliate want a book which is not on the recognised CPD book list yet to be recognised for CPD purposes, a motivation by the affiliate should be included with the annual CPD activity report (see Section 12, Annexures 4 and 5). The motivation should include a brief summary of the main theme of the book, with the affiliate's evaluation of the book, indicating how it contributed to the strengthening of the affiliate's ministry knowledge, skill, etc. (The general standard for awarding of CPD points in this case is also one CPD point per approximately 50 pages of the book, unless otherwise motivated.)

f. **Developing and presenting a new short course, or a new course as part of the curricular or CPD training offered by a CHE, QCTO and/or ACRP (CPD) registered training provider.**

Course material developed by the applicant will be accepted for the purpose of CPD points. Upon approval of the course for implementation by an accredited provider, the confirmation of accreditation must be submitted with the annual CPD activity report (see Section 12, Annexures 4 and 5). The following information on the course must be provided with the report: the title of the course, its purpose, level of the course (basic, intermediary, advanced), the target group, and a brief summary of the course content using short statements or "bulleted" sentences (information provided not to exceed one page).

In general, the rule of thumb for awarding of points will be equal to that for attending an event as set out in Section 6.1 (a), plus 2 additional points. ACRP retains the right in its own discretion to award a different number of points, taking into account such factors as it deems relevant for the purpose.

g. **Online, distance learning and blended CPD activities are allowed.**

The following are deemed as valid online activities: workshops, webinars, lectures, courses and electronic journals, all of these with measurable outcomes.

Application processes and procedures for online, distance learning and blended CPD activities are the same as for activities presented in conventional ways.

When questions in the Multiple Choice Question (MCQ) family are used, the requirements are as explained in section 8.

i.   Other activities

ACRP may at their discretion also consider *other activities* for approval as elective CPD purposes.

6.2   Activities recognised for *structured* CPD purposes

The following are recognised as structured CPD activities:

Type 1: A SAQA recognised ministry qualification; or a **s**tructured CPD programme that is *aligned* with a qualification registered with SAQA and ***presented by a QCTO or CHE accredited institution*** in accordance with all the standards and requirements set by (or agreed to with) the relevant quality council – that is, on standards that will allow Recognition of Prior Learning (RPL) related to that qualification.

Type 2: Structured CPD programmes that are *aligned* with a qualification registered with SAQA, presented by a non-QCTO/CHE accredited institution, or by an accredited institution but in a setting which does not fulfil all institutional readiness requirements due to contextual constraints - but still on standards that will allow Recognition of Prior Learning (RPL) related to that qualification.

Type 3: Structured CPD programmes that are ***not aligned*** with a qualification registered with SAQA, but on a standard satisfying ACRP's expectations in terms of its value to substantially increase the learner's ministry skill, while also preparing the ability of the learner to continue with formally accredited studies after completion of this non-aligned program. In the case of a Type 3 CPD programme, the presenting institution has to undertake –

      (a) To be clear about the fact that, although the course does contribute significantly to ministry skills and is recognised as such by ACRP, it is not aligned with a SAQA recognised qualification;
      (b) That students will be encouraged to continue with a SAQA recognised qualification or aligned CPD programme after the completion of the current programme; and
      (c) That guidance will be given to students completing this programme on where and how to enroll for a programme referred to in (b).

As a general rule of thumb, the ***method to calculate points for the <u>modules</u> of structured CPD programmes*** will be as follows (this may be changed in the discretion of ACRP, considering relevant information that merits a different points allocation):

- For modules up to four hours: the calculation is half a point per hour of active CPD activity (thus, for example, two points for a four-hour module).
- For a module presented over one day (five or more active course hours) the number of points will normally be 5.
- A module of two consecutive days will be awarded 8 points.
- A module of three days up to five days will be awarded 10 points.
- Should a module be longer than five days, one point will be added for each additional day.

It is important to note that ***assessment is compulsory for structured CPD programmes***.

7.   APPLICATION FOR THE REGISTRATION OF CPD EVENTS

Application for the registration of an event or programme for CPD purposes must be submitted to ACRP on the CPD application forms at least one month prior to the event.

The application forms for the accreditation of CPD programmes can be found in Annexure 2. Editable application forms are also available from the ACRP website – please visit www.acrpafrica.co.za.

Note: These forms are relevant to CPD programmes for registration under ACRP's Councils for General Ministry Practitioners and Ministry Training Practitioners - CGMP and CMTP. For CPD programmes to be registered under ACRP's Council for Pastoral and Spiritual Counsellors or CPSC, the CPD application forms are available from the CPSC website www.cpsc.org.za.

8.   ASSESSMENT IN CPD PROGRAMMES

Assessment for ***elective CPD events or programmes*** are not compulsory. Providers of elective CPD events may however decide to link an assessment to an event. Assessed elective CPD programmes will normally carry more points. The CPD registration documents will indicate the points awarded to elective CPD activities with and without assessment. The affiliate's annual CPD activity report (see Section 12, Annexures 4 and 5) has to indicate if the activity was assessed or not, together with the points accordingly awarded. (The additional CPD points are only be awarded to participants where a pass mark for the assessment has been achieved. If the affiliate did attend the full even but a pass mark is not achieved, the lower number of points as valid for the event in non-assessed form will apply.)

In the case of *structured CPD programmes*, assessment is compulsory. In the case of aligned CPD programmes (see Section 6.2 Types 1 and 2) the assessment must be done on a standard that will lead to a successful RPL towards a SAQA recognised qualification; and internal moderation should also be done. ACRP retains the right to do an external moderation of assessment processes and outcomes.

Valid assessment methods that are generally used in the formal education and training environment are acceptable, for example written tests, Multiple Choice Question (MCQ) sets, assignments, and so on. Should questions in the MCQs family be used, the requirements are as follows:

- There should be a variation in the type of questions used, e.g. single correct answer, multiple correct answer, matching of items, extended matching items (EMIs), true-false (with or without explanation), fill-in-the-blanks (completion), ranking, categorising, reordering / rearrangement / sequencing.
- Where a choice among a selection of given answers apply, questions must contain a minimum of three options.
- The proportion of true-false questions without explanation should not exceed 20%.
- A pass mark of 70% for MCO related questions is required.

Note: It is strongly advised that the facilitators, assessors and moderators of structured CPD programmes should do the ACRP (CMTP) facilitator, assessor and moderator CPD course.

9.   FEES TO APPLY FOR THE REGISTRATION OF A CPD COURSE

The fees to register a CPD course are related to ACRP's cost to evaluate and, if approved, to register and accredit a course or activity. The fee is payable when the application is submitted and is non-refundable even if the course is not accepted for CPD purposes. Should a course or activity be referred back to the presenter for reworking and re-submission, ACRP will, within reasonable limits, not charge an additional fee for re-evaluation. ACRP does however retain the right to charge additional fees in line with the fees structure if substantial changes have been made to the original submission.

ACRP may consider a reduction of fees or waiving of fees where good reasons exist. Institutions which have been registered by ACRP as "intermediaries" will normally not be liable to pay additional fees for the registration of a CPD course.

The standard fees structure for the registration of a CPD event of programme is shown in Annexure 3.

10.   REGISTRATION AND LISTING OF CPD EVENTS OR PROGRAMMES

Upon approval of the CPD activity by ACRP's CPD Manager, it will be registered and listed on the ACRP general website (www.acrpafrica.co.za). CPD programmes related to pastoral care and counselling will also be published on the CPSC website www.cpsc.org.za.

11.   REGISTRATION OF PARTICIPANTS IN CPD ACTIVITIES

Participation in CPD activities and earning of CPD points are obviously only relevant to persons who have been registered as affiliates of the professional body. Application by individual persons to be affiliated and designated by ACRP is done by submitting an ACRP application together with the relevant supporting information to ACRP.

Training providers (and other ministry institutions, fraternals, churches, denominations, etc) may act as "intermediaries" for the registration of persons in ministry as affiliates of ACRP. An intermediary relationship is arranged through entering into an agreement with ACRP and payment of an intermediary fee. For arrangements to be registered as an intermediary, contact the ACRP office at acrp@acrpafrica.co.za.

12.   ANNUAL CPD ACTIVITY REPORTS

Affiliates of ACRP have to keep record of the CPD activities they fulfil and submit the record of their CPD points earned together with their annual reregistration as ACRP affiliate. An example of the format to be used for this purpose is provided in Annexure 4. Institutions who act as intermediaries are encouraged to assist pastors in their networks with the annual submission of the CPD records.

Registered CPD providers is required to keep record of the courses or programmes they present, and the number of participants. This information needs to be submitted to ACRP annually by the end of February. An example of the format in which to submit the relevant information to ACRP is provided in Annexure 5.

13.   FEES FOR PARTICIPATING IN CPD EVENTS

Fees for participating in CPD events are payable directly to the CPD training providers.

ACRP (CGMP / CMTP) Rules of Affiliation and Designation
(Abridged version V1.02)

Category of registration / designation	Direct route: Affiliation and designation if applicant holds a SAQA recognised[2] qualification	Alternative route: Affiliation and designation if applicant does not hold a SAQA recognised[2] ministry qualification
Non-designated affiliation		
Associated Affiliate (For persons informally involved in ministry, administrative staff of churches or ministry institutions, "friends of ACRP", etc - no formal designation involved)	Not applicable	- No qualification or RPL is required - Use *Associate* application form *CPD optional (not mandatory)*
Student Affiliate (Students enrolled for a ministry qualification while *not yet professionally involved in ministry.* Students who are already professionally involved - e.g. serving as a pastor - must apply for *designated affiliation.*)	Not applicable	- No prior ministry qualification or RPL required - Applicant must be enrolled for a SAQA recognised[2] qualification or an ACRP registered, structured CPD course - Use *Student* application form *Current studies accepted for CPD purposes*
Designated affiliation		
Religious Practitioner (Designation level 1)	Not applicable	- Applicant has Matric + at least 1 year full-time ministry experience; or no Matric + at least 2 years full-time ministry experience - Ministry experience *confirmed through RPL* - Use *General* application form **Structured CPD applies**
Advanced Religious Practitioner (Designation level 2)	- NQF Level 2 or 4 SAQA recognised[2] ministry qualification - Use *General* application form **Elective CPD applies**	- Applicant has at least 6 years full-time (or part-time equivalent) ministry experience - Ministry experience *confirmed through RPL* - Use *General* application form + *Advanced RPL* application form **Structured CPD applies**
Religious Professional (Designation level 3)	- NQF Levels 5, 6, 7 or 8 SAQA recognised[2] ministry qualification (Occupational / Higher / Advanced certificate / Diploma, B Degree, B Hons degree) - Use *General* application form **Elective CPD applies**	- Applicant has at least 10 years full-time (or part-time equivalent) ministry experience - Ministry experience *confirmed through RPL* - Use *General* application form + *Advanced RPL* application form **Structured CPD applies**
Religious Specialist (Designation level 4)	- NQF Levels 9 or 10 SAQA recognised[2] ministry qualification (Master's degree or Doctorate) - Use *General* application form **Elective CPD applies**	- Applicant has an M or D qualification which is not SAQA recognised[2] - Dissertation evaluated by ACRP *for learning that took place,* with positive outcome - Ministry experience of at least 1 year *confirmed through RPL* - Use *General* application form + *Advanced RPL* application form and submit dissertation **Elective CPD required**

For more details and CPD types, please refer back to the complete Rules of Affiliation document.

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[2] A "SAQA recognised qualification" is a South African qualification registered on the SAQA website or a foreign qualification that was evaluated and approved by SAQA.

ASSOCIATION OF CHRISTIAN RELIGIOUS PRACTITIONERS (ACRP)
COUNCIL FOR GENERAL MINISTRY PRACTITIONERS (CGMP)
COUNCIL FOR MINISTRY TRAINING PRACTITIONERS (CMTP)

APPLICATION FOR CPD PROGRAMME REGISTRATION: ELECTIVE (V7.01)

Name of Provider Institution			
Address			
Contact person			
Cell phone no		Landline:	
e-Mail		Fax no:	
Title of CPD course			
What means of CPD delivery will be used *			
Scope of practice level **	Basic Medium Advanced		
Will course be repeated during this year?	[ ] If "Yes", how many events are planned in total?		
Planned date(s)			
Hours that will be spent on various activities as part of an event / course	Formal contact: …… hours Practical's during course: …… hours Workplace exposure: …… hours Self-study / reading: …… hours Assessment: …… hours Assignments: …… hours Social contact / networking: …… hours Other activities: …… hours		
Is assessment included? (Not compulsory for elective CPD courses) *	[Yes] [No] If "yes", please specify method(s) assessment		
Proposed no. of CPD points for event / course*			
Address of venue for event			
Are proper health and safety standards being applied? ***	[Yes] [No] [Uncertain]		
Addendums: Please confirm with a "yes" that the following are attached to the application **(please use the formats provided):**	Addendum A: Course Overview (one pager) indicating in "bullet format" the purpose of the course, target group, entry requirements; and a very brief summary reflecting on the course content		
	Addendum B: Overview of course layout		
	Addendum C: Resume (1 page maximum per person) of presenter(s), showing relevant qualification(s) and professional experience		

* See ACRP CPD Policy and procedure document

**State: *"Basic"* (more or less on NQF 2 – 3), *"Medium"* (± NQF 4 -6), or *"Advanced"* (± NQF 7 and higher)

*** It remains the applicant's responsibility to ensure that standard practices in terms of health and safety of participants will be in place.

I confirm that the information provided in this application form is a fair and true representation of fact; and that the content of the course and the way it is presented will not be in conflict with the ACRP Code of Ethics. We understand that the registration of the event or programme for CPD purposes by ACRP does not transfer to ACRP any responsibility in terms of loss by or health and safety of participants, or in terms of any other matter that may lead to disputes linked to the presentation of the accredited programmes. By signing this application form, ACRP is exempted by the applicant from any liability that may arise from the presenting of the CPD course by the applicant or any person acting on his/her/its behalf.

Representative of applicant: Name   Signature   Date

ASSOCIATION OF CHRISTIAN RELIGIOUS PRACTITIONERS (ACRP)
COUNCIL FOR GENERAL MINISTRY PRACTITIONERS (CGMP)
COUNCIL FOR MINISTRY TRAINING PRACTITIONERS (CMTP)

APPLICATION FOR CPD PROGRAMME REGISTRATION: STRUCTURED (v7.01)

Name of Provider Institution			
Address			
Contact person			
Cell phone no		Landline:	
e-Mail		Fax no:	
Title of CPD course			
What means of CPD delivery will be used *			
Scope of practice (SOP) level **	Basic Medium Advanced		
With which ministry qualification is course aligned? * (Mark with an X)	[ ] NQF Level 2 [ ] NQF Level 5 [ ] Other [ ] Not aligned If *"NQF Level 2 or 5"*, please attach the relevant planning tool and indicate the relevant knowledge, practical skills and workplace modules with sub-categories that will be covered in structured CPD programmes, with activities and hours involved. If *"other"*, please provide full detail on a separate page.		
Planned date(s)			
Summary of hours that will be spent on various activities as part of the course	Formal contact: …… hours Practical's during course: …… hours Workplace exposure: …… hours Self-study / reading: …… hours Assessment: …… hours Assignments: …… hours Social contact / networking: …… hours Other activities: …… hours		
Method of assessment included (compulsory for CPD courses)*			
Proposed no. of CPD points course*			
Address of venue(s) where course will be presented			
Are proper health and safety standards being applied? ***	[Yes] [No] [Uncertain]		
Addendums: Please confirm with a "yes" that the following are attached to the application **(please use the formats provided):**	Addendum A: Course Overview (one pager) indicating in "bullet format" the purpose of the course, target group, entry requirements; and a very brief summary reflecting on the course content		
	Addendum B: Overview of course layout		
	Addendum C: Resume (1 page maximum per person) of presenter(s), showing relevant qualification(s) and professional experience		

* See ACRP CPD Policy and procedure document
**State: *"Basic"* (more or less on NQF 2 – 3), *"Medium"* (± NQF 4 -6), or *"Advanced"* (± NQF 7 and higher)
*** It remains the applicant's responsibility to ensure that standard practices in terms of health and safety of participants will be in place.

I confirm that the information provided in this application form is a fair and true representation of fact; and that the content of the course and the way it is presented will not be in conflict with the ACRP Code of Ethics. We understand that the registration of the event or programme for CPD purposes by ACRP does not transfer to ACRP any responsibility in terms of loss by or health and safety of participants, or in terms of any other matter that may lead to disputes linked to the presentation of the accredited programmes. By signing this application form, ACRP is exempted by the applicant from any liability that may arise from the presenting of the CPD course by the applicant or any person acting on his/her/its behalf.

Representative of applicant: Name   Signature   Date

ADDENDUM A:

COURSE OVERVIEW

- **Purpose of the course**

- **Target group**

- **Entry requirements**

- **Brief summary reflecting on the course content**

ADDENDUM B
COURSE LAYOUT (TOPICS COVERED / TABLE OF CONTENTS)

(Please complete the table using MS Word)

Topic	Estimated number of notional hours per topic *	Proposed CPD points (see CPD Policy and procedure document)	
		With assessment	Without assessment

* Notional hours include all activities mentioned in application form

ADDENDUM C
RESUME(S) OF PRESENTER(S)
(maximum one page per person)

Title and name

Qualifications

Summary of general work experience

Experience specifically related to the CPD course

ANEXURE 3
APPLICATION FEES FOR THE REGISTRATION OF A CPD PROGRAMME

No fees have been set yet for the registration of CPD events or progammes under ACRP's Council for General Ministry Practitioners (CGMP) and the Council for Ministry Training Practitioners (CMTP).

ANNEXURE 4
FORMAT OF THE CONTINUED PROFESSIONAL DEVELOPMENT (CPD)
CPD ACTIVITY LOGSHEET FOR AFFILIATES

1. INTRODUCTION

Participation in the ACRP CPD programme is relevant to persons who have been registered as affiliates (members) of ACRP. ACRP is a legally recognised professional body for Christian religious practitioners (pastors and other persons in ministry) – it is recognised in South Africa in terms of Section 13 of the National Qualifications Framework and operates on standards set by the SA Qualifications Authority (SAQA).

To remain in good standing with the professional body, the affiliate has to earn at least 20 CPD points per year.

The purpose of CPD is threefold: (1) It aims to stimulate further spiritual formation and to grow a pastor's spiritual insight, knowledge, ministry skills and ethical standing – the foundations that underpins competent ministry practice; (2) it is needed to keep persons who are professionally registered up to date with new developments in the professional environment; and (3) it provides a route to persons in the profession to systematically increase their level of qualification. A systematic or structured participation in CPD programmes will also open the possibility of being registered on higher professional levels over time.

This REGISTER OF EVIDENCE is kept by pastors who are affiliated with (members of) ACRP. The pastor is responsible to use this form to keep record of CPD programmes completed during the year. By the end of the year, when it is time to reregister with ACRP for the next year via the training or networking institution, a copy of this form must be submitted as proof of the CPD courses that were completed.

2.   PERSONAL INFORMATION

Surname: .... Initials: .... Title: ....

Full   names: …..   Preferred   name: ....

ACRP   Number: ....   Cell   Number: ....   E-Mail   address: ……………………………

3.   CPD ACTIVITY LOGSHEET

Complete the Table below as your year progresses. Submit to your network organisation (or to ACRP office if you are
not part of a network organisation) when applying for your ACRP affiliation renewal. A Minimum of 20 CPD points need to be achieved each year.

Course Registration number	Course title	Registered CPD points		Date when course was attended	Hours spent on course	CPD points earned: Elective	CPD points earned: Structured	Training provider confirmation
		With no Assess-ment	With Assess-ment					
	Add more rows to the table as needed							
TOTAL CPD POINTS EARNED:								

3.   **DECLARATION:** I hereby declare that the information provided in this form is correct and can be verified on request.

Signed: ……………………………………………… Date: ……………………………………………………….

Training provider confirmation: Signed: …………………………………… Date: ……………………….

FORMAT OF THE CONTINUED PROFESSIONAL DEVELOPMENT (CPD)
CPD ACTIVITY LOGSHEET FOR CPD PROGRAMME PROVIDERS

PROGRAMME ……………………………………………………………………………...

CONTACT PERSON INFORMATION

Surname: .... Initials: .... Title: ....

Cell Number to be used in communication with ACRP: ……………...

e-Mail address: ……………………………………………………………………………………….

Year: 1 March 20………… to 28 February 20 ……………

Please complete the table below in respect of the ACRP accredited structured CPD programmes that were presented during the year up to 28 February of every year together with the affiliates' membership renewal documentation.

Course Registra-tion number	Course title	Registered CPD points		Number of times the course was presented	Number of students who attended	Number of students who successfully completed the assessments
		With no Assess-ment	With Assess-ment			
	Structured CPD Programme Module 1	N/a	(x)			
	Structured CPD Programme Modules 2	N/a	(y)			
	Structured CPD Programme Modules 3 etc	N/a	(z)			
	Elective CPD Event 1	(a)	(b)			
	Elective CPD Event 2	(c)	(d)			
	Elective CPD Event 3 etc	(e)	(f)			

Signed: …………………………………………. Date: …………………………………………………