

## **ACRRM Terms of Use of the PDP Accredited Activity Logo**

## **Purpose**

The purpose of this guide is to outline the process and procedures which apply to the use of the PDP Accredited Activity Logo by education providers to promote accredited activities.

## **Background**

To ensure Continuing Medical Education (CME) providers deliver educational events for College members that maintain a high standard and are relevant to the ACCRM Curriculum, the Professional Development Program (PDP) requires providers to apply for accreditation of educational activities via their online dashboard. Activities that are not accredited for PDP will not be advertised or promoted to members.

## **Details**

When an activity is accredited and issued with PDP hours, the PDP team send a confirmation email advising the education provider to log into the College website and view their activity through their My Events portal. The PDP hours and Procedural Grants information (if applicable) will be displayed against the class. The provider will receive an electronic copy of the Accredited Activity Logo in several formats. Please choose the best format for your needs.

The PDP Accredited Activity Logo must be displayed on promotional material and certificates for the activity that received the accreditation. Education providers must only promote accredited PDP activities in accordance with the original approval.

The promoters of PDP activities must not advertise or give the impression that an activity is accredited until the activity has been granted PDP accreditation, nor use the PDP Accredited Activity Logo for any activity which has not been granted accreditation.

The PDP Accredited Activity Logo or College logo must not be used to indicate or imply that a training provider is approved by the College. Accreditation is only granted to an individual educational activity that meets the College's criteria. The logo may only be used for the accredited activity, is not transferable to other activities, and must not be used to promote associated events that are held in conjunction with the accredited activity.

The PDP Accredited Activity Logo will only relate to activities accredited within a PDP Triennium and will describe the period covered by the approval.

The College reserves the right to withdraw accreditation where the terms of use have not been met.

Effective date	26 November 2019
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