

Information for CPD Providers:

Thank you for providing valuable CPD courses for ECU members. If you are new to being a CPD provider, you will need to register.

To register as a new CPD provider:

1. Please go to <https://www.chiropractic-ecu.org/apply-to-become-a-cpd-provider/> and complete registration.
2. You will receive a notification email that your CPD application has been received and is pending review.
3. Once your application has been reviewed, you will receive an email with both your user name and password.

Posting a new CPD event:

1. Go to the ECU website: <https://www.chiropractic-ecu.org/> and click on

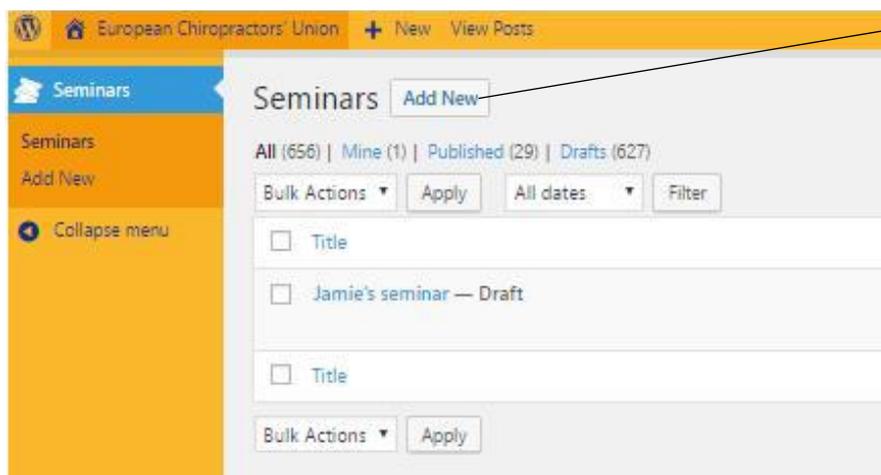


2. Enter your user name and password to enter the Members Area. Once you have entered the member area, scroll to the bottom of the page where you will find:



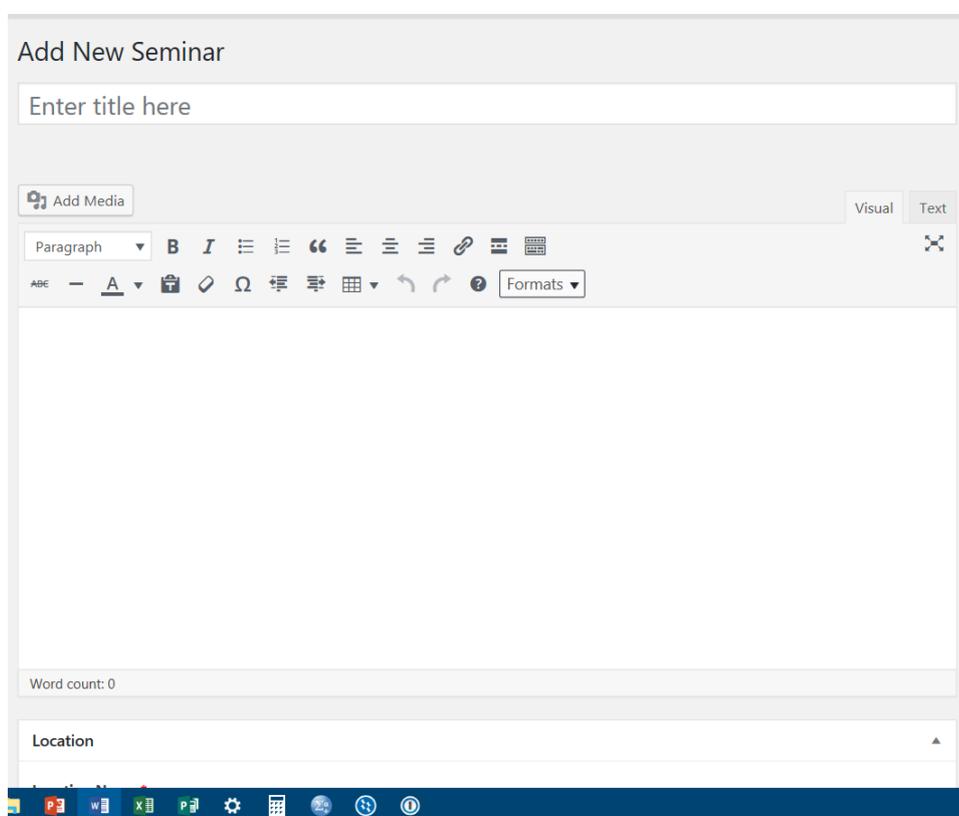
Click on 'manage seminars'

3. You will enter an area that looks like:



Click on the 'Add New' button.

4. You will now see a screen which looks like the picture below:
 - a. Please add in your Seminar title
 - b. In the large blank space, please give details of your seminar. Please note that these details will be published on the ECU website and as such they help prospective delegates to decide on whether to attend your course or not. It also helps the Director of Educational Development to decide on whether to accredit your CPD even or not. As such, it is helpful if you provide information such as:
 - Course presenters – please provide the name of the person or persons presenting the course and a little note on qualifications and speaker accolades.
 - What the course will cover, such as learning outcomes or what delegates will learn during their time on the course. If possible, please include approximate number of practical hours and lecture hours.
 - Background reading – this will enable the delegates to read a little about the subject area being covered within your course.



The screenshot shows a web form titled "Add New Seminar". At the top, there is a text input field with the placeholder "Enter title here". Below this is a toolbar with an "Add Media" button and tabs for "Visual" and "Text". The main content area is a large, empty text editor with a rich text toolbar above it, including options for paragraph, bold, italic, list, quote, indent, link, unlink, and table. Below the text editor is a "Word count: 0" indicator. At the bottom of the form, there is a "Location" input field. The Windows taskbar is visible at the very bottom of the image.

5. As you continue to scroll down the page, you will be asked to fill in details on location of your CPD event as well as details such as time and date of your CPD event.
 - a. When providing CPD points or credits, please note that this equates to number of hours of delegate learning (lecture/ practical/ webinar). This should not include social functions run during the CPD event. It is possible to give 0.5 credits as this equates to 30 minutes of delegate learning.
6. Lastly, please give a contact name and email of the person organising the event. The contact person may be contacted to provide further information if needed.
7. Attachments are optional, however if you have a leaflet or program for your CPD event then please do attach it.

8. Once you are happy you have completed your application, please scroll to the top of the page and click 'submit for review' which is a blue button the right hand side of the screen. If you are not ready to submit, you can save your draft at any time.

If you have any further questions or queries, please do not hesitate to contact us.

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