SwAPP
Swiss Association of Pharmaceutical Professionals

Medicinal Products • Medical Devices

SwAPP
3000 Bern
www.swapp.ch

Application for General Accreditation
(available for not-for-profit organisations only)

Section A

Name of Training Provider (individual/responsible institution)

Please include the name of individual/responsible, institution, name of contact person, physical address, email, website and telephone number

Describe the content of the Training event (s) that you offer

*In order for the SwAPP Commission for Professional Development (CPD) to **evaluate the quality of the courses/programmes** on offer, please include the following documents in your application:*

- *Agenda and overall content of the course/ programme*
- *Objectives*
- *Target audience*
- *Duration of the course/programme (#hrs)*
- *Short CV of the Director/Resp. for Training delivery*
- *Proof of accreditation by other institutions or organisations, if available*

Are the training events evaluated by participants? Mark with 'x'

*Yes: **No:**

*Please attach the template form used to obtain participants feedback.

Please note that for either each training event or for the annual program covered by the SwAPP general accreditation, we require that you spontaneously forward the documentation required in Section A and any updates thereof to SwAPP.

Section B

By signing this form I/we agree to the SwAPP - Training Provider charter:

SwAPP - Training Provider Charter

1. SwAPP will grant general accreditation for a period of two years.

2. We have the responsibility to renew our SwAPP accreditation after expiry.

3. SwAPP reserves the right to withdraw accreditation at any time that we no longer fulfil the requirements.

4. SwAPP will publish only accredited course(s) on the SwAPP webpage.

5. SwAPP will provide us with the SwAPP logo which should be included in our training program/website

6. SwAPP will promote course(s) in the SwAPP newsletter free of charge providing we offer discount to course participants.

    The discount is specified as follows: …………………………………………..

7. When promoting events, we will indicate the number of SwAPP credit points to be awarded. One credit point is awarded for each hour of training attendance (excluding breaks).

    Rules for rounding:
    0 - 0.24 hours = 0 credit points;
    0.25-0.74 hours = 0.5 credit points;
    0.75-1.0 hours = 1 credit point.

    Speakers are given double credit points for the sessions they teach themselves i.e. 2 credit points for 1 full hour of their teaching (excluding breaks).

    We may assign themselves the correct number of credit points for training courses and simply notify SwAPP.

_____   _____   _____

Name & Title   Signature   Date

Please submit the completed form and attachments to:
CPD Committee, SwAPP (Swiss Association of Pharmaceutical Professionals), 3000 Bern, Email: swapp@swapp.ch
Phone: ++41 (0)56 442 30 80