**Application for Accreditation of Training Event**

This application for the event is the first:

This event has already been accredited. The last time in (yyyy)

### Name of Event

### Place / Date

Place:

Single Date:  or Annual offer:

In case of already accredited courses please answer the next indented items only if something has changed. Otherwise just continue [here](#Kontrollkästchen16)

**Organiser / Responsible Person or Institution according to commercial register**

Name:

Address:

Phone:       E-Mail:

## Speakers

Own speakers:  from industry:  from authorities:

Others (please specify):

**Detailed programme** showing times, breaks etc. **(please enclose)**

**Objectives of the Event (competences to be taught)**

## Target Audience

### Quality Assurance for the Event

### Number of Credits applied for

Total duration of the course (h):

Breaks and social program (h):

Number of credit points applied:

1. One credit point is awarded for each hour of training attendance (excluding breaks and social program).

*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 and social program).

**Evaluation Form / For repeated Events the results of the Evaluation Forms (please enclose)**

**Independence of Event (describe conflicts of interest, if any)**

**Sponsor(s), if applicable**

### We ask to publish our event on the SwAPP homepage. Ask for prices via [swapp@swapp.ch](mailto:swapp@swapp.ch) first.

Accredited events CH    
Accredited events Europe

Accredited events CH with SwAPP member discounts

Accredited events Europe with SwAPP member discounts

Others:

Publication of the SwAPP homepage takes place after receipt of payment.

### We grant the following discounts to SwAPP members

Please specify:       We confirm the discount as published on the SwAPP homepage <https://swapp.ch/events/swapp-member-discount/>

## Announcement of the SwAPP accreditation (where and how)

Please enclose screen shots/scans referring to SwAPP on your homepage, flyer or other materials you use to promote your course.

**Single event:** “Accredited by SwAPP” or use “Accredited by Logo SwAPP”

**You offer several accredited events:**

All events are accredited by ….(see single event)

List the courses accredited by ….(see single event)

All events except ……… are accredited by ….(see single event)

Other:

**We confirm** that we use the SwAPP Accreditation only with approved wording and valid accreditations.

Date:         
Signature (no manual one):

First name       Last name:

*Attached are:*

* Detailed agenda (showing times, breaks etc.)
* Evaluation form    
  Results of evaluation form (year yyyy)
* Screen shots/scans of your homepage, flyer or other materials you use to promote your course:
* Other documents, if applicable:

Please submit completed form and attachments to CPD:

SwAPP

3000 Bern

or

[swapp@swapp.ch](mailto:swapp@swapp.ch)

**Approval by SwAPP (to be filled in by SwAPP)**

This event has been accredited by SwAPP with ……….credit points

Payment has been receipt on ……

Signature