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

**Section A Details about provider and trainigs**

### Details of Applicant as Training Provider

We confirm that we are a non-profit organisation: **yes:** [ ]  **no:** [ ] .
If no, stop here and apply via “Application for training event(s)”: <https://swapp.ch/services/accreditations/>

Please add the following information:

Name of Institution:

Name of training responsible:

Name of contact person:

Physical address:

Email:

Telephone No.:

Website:

If the by-laws are not published on the web page, please include them in this application.

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

## *To evaluate the quality of the courses/programmes on offer,*

## *please answer the following questions:*

## *For each event objectives will be published? Yes: [ ]  no: [ ]*

## *For each event target audience will be published? Yes: [ ]  no: [ ]*

## *please include the following documents in your application:*

## *Excel sheet (Overview event(s).*

## *Short CV of the Director/Resp. for Training delivery if different from contact person above*

## *Proof of accreditation by other institutions or organisations, if available*

**Are the training events evaluated by participants?**

**\*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 SwAPP – Training Provider charter**

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:

1. When promoting events, we will indicate the number of SwAPP credit points to be awarded. Please confirm: **yes:** [ ]

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.*

**Section C Enclosures**

|  |  |
| --- | --- |
|  | enclosed |
| By-laws if not available on homepage | **Yes:** **[ ]**  |
| Excel sheet overview event(s) | **Yes:** **[ ]**  |
| Short CV of the responsible person for training delivery if different from contact person above | **Yes: [ ]**  |
| Proof of accreditation by other institutions or organisations, if available | **Yes: [ ]**  |
| Template for participants feedback  | **Yes: [ ]**  |
| Comments:       |  |

**Section D Signature**

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Name & Title e-mail address Date

(no manual signature)

**Section E Submit**

Please save the completed form and submit it together with the attachments to:

CPD Committee, SwAPP (Swiss Association of Pharmaceutical Professionals), 3000 Bern, Email: swapp@swapp.ch

Phone: ++41 (0)56 442 30 80