

PSA Accredited CPD application form

For External CPD providers

V1.0

2026

The Pharmaceutical Society of Australia (PSA) accredits education activities for pharmacists against the PSA Standards for Continuing Professional Development (CPD) for Pharmacists (2026).

To complete this application, CPD providers will need to have read, and referred to, the following documents:

- PSA Standards for Continuing Professional Development for Pharmacists (2026)
- PSA Accredited CPD Provider Handbook – At: www.psa.org.au/cpd/cpd-accreditation/
- **National Competency Standards Framework for Pharmacists in Australia 2016** – At: www.psa.org.au/practice-support-and-tools/psa-information-framework#national-competency-standards-framework
- **Australian Privacy Principles** – At: www.oaic.gov.au/privacy-law/privacy-act/australian-privacy-principles

Accreditation time frame: The accreditation assessment process can take up to 20 business days and is dependent on the accuracy and completeness of the application and provision of evidence to demonstrate that the activity meets the PSA Standards for Continuing Professional Development for Pharmacists (2026). A fast-track process (up to 10 business days) is available on request. **PSA cannot guarantee the timely outcome of an accreditation application if applications are lodged with inaccurate details or missing documents.**

SECTION A: General information

1: Activity provider	
Company/organisation	
Contact name	
Postal address	
Name on invoice	
ABN (if applicable)	
Email address	
Phone number	

2: Activity details	
Activity title:	
Activity delivery date: Please note: PSA cannot accept applications ≤10 days before the CPD activity is due to be delivered.	
Activity format (e.g. online module, workshop, journal article)	
Activity duration:	
Location/s or web address of activity	

3: Activity sponsorship (if applicable)	
Company/organisation	
Explain what level of support the sponsor organisation is providing presenters/authors. (If activity is sponsored provide full details of support)	

SECTION B: Activity content

Please provide evidence of how the CPD activity meets each Standard and criterion. A narrative should be included to describe alignment with the criteria and indicators. Please reference any supporting evidence or documentation in the CPD Provider response column and attach with the application form on submission.

Standard 1: The CPD Activity is based on learning needs relevant to pharmacy practice in Australia		
Information required	Relevant PSA CPD Standard or criterion	CPD Provider response <i>(attach supporting evidence where applicable)</i>
1.1 Describe the needs assessment process and methods that were used to develop the activity. Provide a summary of the needs assessment findings, including how they have informed the learning outcomes, target audience and relevance to pharmacy practice. <i>(Needs assessment template available at https://www.psa.org.au/cpd/cpd-accreditation/)</i>	1.1	
1.2 Describe the involvement of a pharmacist or subject matter expert in the development process.	1.1	
1.3 Provide mapping of learning outcomes to the National Competency Standards Framework and any other relevant education, competency or professional practice standards, frameworks or guidelines.	1.1, 1.2, 1.3, 2.1, 2.2	
1.4 Describe how the activity and its objectives consider and support culturally safe healthcare for Aboriginal and Torres Strait Islander people.	1.2, 5.2	
1.5 Describe the involvement of Aboriginal and/or Torres Strait Islander peoples in the development process if the core activity topic is culturally safe practice.	1.2	

1.6 Describe the learning environment and how it has been considered to optimise cultural safety for Aboriginal and Torres Strait Islander participants where relevant.	1.2	
1.7 Describe the activity objectives and rationale for how socially accountable practice is embedded in the activity where relevant.	1.2, 1.3	
1.8 Describe how professional, legal and ethical considerations are addressed in the activity where relevant.	1.3	

Standard 2: The CPD activity learning outcomes are informed by the needs assessment

2.1 What are the learning outcomes for this activity? Learning outcomes must be SMART : <ul style="list-style-type: none">• specific• measurable• achievable• relevant• time-bound	2.1, 2.2, 7.2	
2.2 Describe how the learning outcomes align with the needs assessment and are relevant to pharmacy practice.	1.1, 2.1, 7.2	

Standard 3: The CPD activity is designed to achieve the learning outcomes using contemporary educational practice

3.1 Describe the rationale for the activity format/delivery and duration and how its design and content will allow learners to achieve the learning outcomes. Provide an activity outline and indicate how the content or activities map to the learning outcomes.	3.1, 3.2, 7.2	
3.2 Explain how the activity delivery method encourages interaction, reflection and/or application of learning into practice.	3.2	

Standard 4: The CPD activity is evidence-based and non-promotional		
4.1 Outline how evidence-based resources and current professional guidelines have been used in the development of content, including any limitations of evidence.	4.1, 4.2	
4.2 Describe how activity development ensures the content is balanced, objective and not biased by sponsorship or commercial interests. Provide activity content. <i>If the activity is about a singular product, ensure content is balanced, addresses the health condition, available treatment options and provides evidence of appropriate contextual use of the product.</i>	4.2, 4.3	
4.3 List all parties significantly involved in the development and presentation of the activity materials (e.g., presenter/author/content developer/sponsor/expert reviewer) and their relevant qualifications.	1.1, 4.3	
4.4 Provide a declaration of sponsorship arrangements in place for the activity. Provide conflict of interest disclosures for any individuals involved in the development and delivery of the activity. Explain how and when any sponsorship arrangements and conflicts of interest (actual or perceived) will be declared to learners.	4.3	
Note: Presenter/author conflict of interest form can be downloaded at: www.psa.org.au/cpd/cpd-accreditation/		
Standard 5: The CPD activity includes assessment methods to measure achievement of learning outcomes		
5.1 Describe the rationale for the choice of assessment method including how it allows learners to demonstrate achievement of all learning outcomes. Provide assessment tools.	5.1	
5.2 Outline how learners are provided with criteria for assessment prior to commencement of activity. Describe how successful completion of relevant assessment activities (or that individuals actively participated and/or individually contributed to interactive sessions) will be determined. Provide assessment criteria and/or marking rubrics.	5.1	

<p>5.3 Describe how reflective tools have been considered, or will be used, before, during or after the activity to support learners in reflecting on the impact of the learning on their practice and/or patient outcomes. Provide reflective activities/tools, or content and learning activities that encourage self-reflection, 'take-home' messages, or implementation plans.</p>	<p>5.2</p>	
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Standard 6: The CPD activity is evaluated for its quality and relevance to practice

<p>6.1 Describe how participants will be given the opportunity to evaluate the quality and relevance to practice of the activity. Provide evaluation questions or form</p>	<p>6.1</p>	
<p>Note: Please include a copy of your evaluation form with your accreditation application. A template evaluation form can be downloaded at: www.psa.org.au/education/about-cpd/accreditation</p>		
<p>6.2 Describe the process for continuous quality improvement (CQI) of the activity, or future activities, based on learner evaluations or feedback, changes in practice and/or new evidence. Provide plan or schedule for review of the activity</p>	<p>6.2</p>	

Standard 7: The CPD provider is responsive to the needs of the learner and maintains appropriate records

<p>7.1 Describe communication mechanisms for learners to enquire about the activity prior to, or following, delivery.</p>	<p>7.1</p>	
<p>7.2 Describe processes in place to manage learner feedback or complaints.</p>	<p>7.1</p>	
<p>7.3 Describe how CPD activity details (e.g. including learning outcomes, competencies, duration, delivery method) will be made available to learners prior to the activity. Provide advertising material.</p>	<p>7.2</p>	
<p>7.4 Describe the mechanism for providing learners with evidence of successful completion of the activity and that will assist in meeting CPD reporting obligations or applications for funding support programs. Provide certificate or statement of attainment.</p>	<p>7.2</p>	

<p>7.5 Describe the system used for secure and up-to-date recording and provision of learner registration information, attendance records and completion of CPD activity. Provide a link to privacy and confidentiality policies.</p>	<p>7.3</p>	
<p>Note: Please include a copy of all advertising material for the activity with your application. Note: You cannot advertise this activity as accredited until you receive written notification from PSA that the activity meets PSA Standards for Continuing Professional Development for Pharmacists.</p>		

SECTION C: Application checklist

The following checklist is to ensure all essential evidence or information is provided prior to submission to PSA. CPD Providers should ensure they attach all other relevant evidence as indicated in their response.

(PLEASE TICK)	
<input type="checkbox"/>	1. Completed and signed PSA Accredited CPD application form
<input type="checkbox"/>	<p>2. FINAL proposed content with:</p> <ul style="list-style-type: none"> • Learning outcomes • References (i.e., critical evaluation of relevant literature and/or practice-based professional evidence) <p>Note: PSA recognise that provision of final proposed content may not be possible for certain activities (such as in-person workshops) however, sample content is required to conduct an accreditation assessment.</p>
<input type="checkbox"/>	3. Conflict-of-Interest declaration (signed by developer/presenter/expert reviewer)
<input type="checkbox"/>	4. Assessment tools (if included) (e.g. multiple choice questions or simulation scenarios)
<input type="checkbox"/>	5. Example of evaluation form
<input type="checkbox"/>	6. Example of certificate of completion
<input type="checkbox"/>	7. Activity advertising materials
Additional materials required for 2- or 3-day activities:	
<input type="checkbox"/>	8. Copy of final program

SECTION D: Declaration

Declaration

I hereby acknowledge and declare, to the best of my knowledge and on behalf of the company/organisation that:

- I have read and understood the *PSA Standards for Continuing Professional Development for Pharmacists (2026)* .
- All information provided in this application is complete, correct and up-to-date in every particular.
- I will ensure the activity is delivered according to the information submitted in the application and in line with the *PSA Standards for Continuing Professional Development for Pharmacists (2026)*.
- I understand the responsibilities accreditation places on us as the CPD activity provider.
- I will advise PSA of any changes to the details in this application and submit a 'Deviation from accreditation' form for approval if required.
- **I will provide PSA with a summary of the evaluations within 1 month of completion of a one-off activity or on an annual basis for ongoing activities.**
- I understand that the PSA may audit this activity at any time.

Signature: Date:

I have completed this application with the full understanding of the responsibilities in relation to delivering a PSA Accredited CPD and my typed name acts as my signature.

Name:

Role:

Organisation:

Note: CPD providers are reminded that if CPD activities are not delivered as per this application it will be a breach of the terms on which the activity has been accredited. The activity must be delivered in accordance with the application as approved. By signing this form, CPD providers agree to these terms.

Please send completed form to CPDaccreditation@psa.org.au