

**EAPASA**

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**Environmental Assessment  
 Practitioners Association  
 of South Africa**  
*Advancing environmental assessment  
 practice in South Africa*

**EAPASA****COURSE/ WORKSHOP/ CONFERENCE/ EVENT VALIDATION FORM**

A completed Evaluation Form must be attached to this Course/ Workshop/ Conference/ Event Validation and Specification Form

Completed forms should be submitted electronically to the [registrar@eapasa.org](mailto:registrar@eapasa.org). In the event of any query about how to complete this form, please contact the Registration Office or the relevant Registration Secretariat, or consult the Guidance notes

<b>1. Nature of the Validation:</b>	<input type="checkbox"/> to validate a new course/ workshop/ event	<input type="checkbox"/> to make a major amendment to an existing course/ workshop/ event	
<b>2. Course Workshop/ Event Code</b>	<b>click here and type</b>		
<b>3. Event Type</b>	<b>click here and type</b>		
<b>4. Event Duration</b>	<b>click here and type</b>		
<b>5. Proposed CPD Points Allocated</b>	<b>click here and type</b>		
<b>6. Course Workshop/ Event Title</b>	<b>click here and type</b>		
<b>7. Validation Cycle</b>	1 <sup>st</sup> time of validation	2 <sup>nd</sup> time of validation	3 <sup>rd</sup> time of validation
<b>8. Validation Period:</b>	click here and type	click here and type	click here and type
<b>9. Validation Fee</b>	click here and type	click here and type	click here and type

<b>10. Fee Payment Status</b>	click here and type	click here and type	click here and type
Refer to CPD fee guideline document			
<b>11. Course Workshop/ Event Review Date</b>	click here and type		
<b>12. EAPASA Comments on content review</b>			

<b>Reviewed By</b>	Approval Office	Registrar Approval	Q&S Committee Approval
<b>Signature</b>			
<b>Date</b>			

## COURSE/ WORKSHOP/ EVENT SPECIFICATION FORM

<b>1. Organisation providing Course</b>	click here and type
<b>2. Course Workshop/ Event Date</b>	click here and type
<b>3. Course Workshop/ Event Code</b>	click here and type
<b>4. Event Type</b>	click here and type
<b>5. Event Duration</b>	click here and type
<b>6. Proposed CPD Points Allocated</b>	click here and type
<b>7. Course Workshop/ Event Title</b>	click here and type
<b>8. Contact Person</b>	click here and type
<b>9. Telephone Number</b>	click here and type
<b>10. Cellphone Number</b>	click here and type
<b>11. Email Address</b>	click here and type
<b>12. Postal Address</b>	click here and type
<b>13. Names of Presenters and Qualifications</b>	click here and type
<b>STATE WHETHER THE FOLLOWING DOCUMENTS HAVE BEEN SUBMITTED</b>	
<b>CV of Presenters</b>	Where there is more than one speaker please provide Bio's for all the speakers <u>before the event can be validated.</u>
<b>Presentation Notes</b>	Please provide copies of all presentation notes to be distributed before the event, as far as possible
<b>Power Point</b>	Please provide pdf copies of all Power Point presentations before the event, as far as possible
<b>Attendance Register</b>	Please provide copy of signed Attendance Register immediately after the event

<b>Programme</b>	Please provide copy of Programme. A Draft must be provided <u>before the event can be validated</u> . The final must be provided as soon as it is available and latest immediately after the event.
<b>Evaluation Form</b>	External Event proponents must provide their own evaluation form prior to the event, and the results for upload or submitted via email immediately after the event.
<b>CPD Certificate Template</b>	Please provide a template for your CPD Certificate <u>before the event can be validated</u> . The EAPASA event registration number will be supplied for inclusion on the certificate once the event has been loaded onto the EAPASA portal
<b>Handout</b>	Please provide pdf copies of all handouts before the event as far as possible.
<b>Video Material</b>	Please provide copies of all Video Material immediately after the event.
<b>Any Other Material</b>	Please provide any other relevant documents immediately after the event.
<b>NOTES</b>	<p>Please create folders for your event, and upload all documents, then provide the link to the EAPASA office at <a href="mailto:cpd@eapasa.org">cpd@eapasa.org</a></p> <p>Folder 1: Presenter(s) CVs or Bios</p> <p>Folder 2: Presentation Notes</p> <p>Folder 3: Powerpoint presentation (if available)</p> <p>Folder 4: Attendance Register</p> <p>Folder 5: Programme</p> <p>Folder 6: Event Evaluation Form by Attendees</p> <p>Folder 7: CPD Certificate Template</p> <p>Folder 8: Any Handouts</p> <p>Folder 9: Video Material (if available)</p> <p>Folder 10: Any other relevant material</p>

Name and email of course leader/contact:	click here and type
Signature	
Comments: click here and type	

Date Complete Files received in the office	click here and type
Person receiving documents	
Signature	
Comments: click here and type	