

**Attention:** CPD Service Providers

**Department:** CORE OPERATIONS

**Designation:** HOD: Professional Practice  
M Mbodi

**Reference:** HCPSA/10/09/NAF

**Date:** 9 October 2024

**RE: MANAGING ATTENDANCE REGISTERS FOR THE CONTINUING PROFESSIONAL DEVELOPMENT PROGRAMMES**

The above matter refers.

The Health Professions Council of South Africa (The Council) would like to reiterate the following to all the Accreditors and Service Providers of the Continuing Professional Development (CPD) programme:

- a) All attendance registers (AKA spreadsheets) may not be formatted. Do not add new date format, no new columns etc. Please just add the information on the provided template;
- b) Always separate the line items for the ethical and clinical points;
- c) General points means clinical points;
- d) Maximum entries should not exceed 500 line items per spreadsheet;
- e) Use only 1 sheet per accreditation number;
- f) Only 1 space after registration number;
- g) Remember to add presenters, authors etc.;
- h) Any corrections shall be made before information is submitted to the Council;
- i) Retrospective applications are prohibited, and the applications must be submitted to an Accreditor at least 10 days prior to the activity planned date.

Spreadsheet shall be submitted to the Council preferably no later than 2 weeks but not later than 30 days after the activity was conducted.

All spreadsheets shall be submitted to the email: [cpdproviders@hpcsa.co.za](mailto:cpdproviders@hpcsa.co.za), for uploading.

**Note well:** Spreadsheets submitted without copying the Accreditors as well as attaching the CPD accreditation letter will not be accepted effective 1 November 2024.

I hope the above is in order.

Regards



**M Mbodi**