



## **Accredited CPD Activities Fees Regulations Guidelines**



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The QCHP-AD has implemented the Mandatory CME/CPD participation policy in March 7<sup>th</sup> 2016 requiring all licensed healthcare practitioners in the State of Qatar to participate in CPD activities for the renewal of licensure. The QCHP-AD accreditation system mandates that accredited CPD activities must be not for-profit. In order to support the wide availability of affordable CPD activities for all healthcare practitioners, QCHP-AD has developed the following guidelines:

1. Registration fees:
  - The registration fees should set on a cost-recovery basis.
  - The net-profit of any CPD activity should not exceed 20%.
  - It should consider the actual cost of planning and delivering the CPD activity e.g. speakers' expenses, venue and audiovisual rental, catering, communications and promotional budgets and printing.
2. All received monetary amounts (income section) should be mentioned in the budget with a clear breakdown of all items e.g. registration fees, sponsorship, exhibition.
3. Receiving and distributing financial support (sponsorship and/or exhibition) should be compliant with QCHP-AD Ethical Standards for Accredited CPD Activities.
4. Cost of planning and delivering CPD activities:



- a) Speakers' expenses:
    - Honoraria paid for speakers should be reasonable and appropriate to the speaker's qualifications and place (local versus international speakers).
    - Airline tickets (for international speakers) should be estimated according to current fares.
    - Accommodation and transportation should be expressed in amount/day and total amount.
  - b) Administrative staff: The number of administrative staff involved in the activity implementation (e.g. persons responsible for registration) should be appropriate to the number of target audience. Moreover, the monetary amount paid for the administrative staff (if any) should be expressed in amount per day and should be consistent in all activities of a CPD provider.
  - c) Venue:
    - If the CPD provider is conducting the activity in its own premises, the budget should not include any expenses for its own venue.
  
    - If the CPD provider is conducting the activity outside its own premises, the expenses mentioned in the budget should be the exact monetary amount mentioned in the contract for hall rental.
  - d) Catering: Should be optional for participants. The amount paid per person and the total should be mentioned.
  - e) Materials: All types of materials that shall be used in the activity (if any) should be mentioned in the budget with clear break down of their expenses.
  - f) Communications and promotional expenses should be justified e.g. posters, social media rental.
  - g) Printing expenses should include the type printed materials (e.g. certificates, assessments, evaluation sheets) with clear break down of their expenses. The expenses should be expressed in amount/person and total amount.
5. Upon request by QCHP-AD, CPD Providers must justify and document budget items.

