



## **Appeals Process for ICGP Continuing Professional Development Applications**

ICGP reviews applications for the recognition of educational events for CPD credits according to the [CPD application process](#). ICGP applies criteria including relevance of the event to GPs, educational content and time dedicated to the educational component. ICGP notifies the named applicant of the decision.

Often ICGP reaches a decision to provisionally reject a CPD application based on non-adherence to the basics of the application process. In most of these cases, the complaints are resolved informally and the application can be re-submitted with the necessary information included.

Occasionally, ICGP rejects a CPD application where the activity is not relevant to general practice or is not appropriate for external CPD recognition.

On occasion, an applicant may feel that the CPD credits allocated to the event are not reflective of the educational activity. In this instance, the applicant can appeal as outlined below.

ICGP encourages applicants to resolve any appeal informally in the first instance by contacting the PCS administrator. If the applicant's questions about the decision are not resolved in this way, the applicant can appeal in writing (by email) to the PCS committee within 21 days of receipt of the decision. Only the CPD applicant or the medical lead for the event can appeal a decision about their event. Appeals will be responded to within four weeks from the date of receipt.

ICGP reviews the appeal against the CPD application criteria and process and notifies the applicant of the outcome, which may be one of the following:

- The appeal has no merit because ICGP followed the criteria and process appropriately.
- The appeal has merit because ICGP allocated an incorrect number of CPD credits to the event and ICGP adjusted the number of credits accordingly.
- The appeal has merit because ICGP determined, based on information provided, that the event did not meet one or more criteria and on appeal found that it did meet the criteria.

The PCS Department prepares an annual, anonymised report of appeals, which includes a summary of the appeal and how it was resolved. The PCS Committee reviews this report and makes recommendations, where appropriate, to update the relevant processes.