



THE INSTITUTION OF FIRE ENGINEERS

Founded 1918 • Incorporated 1924

APPLICATION FOR VALIDATION OF CPD ACTIVITY (NON BRANCH)

TITLE OF EVENT		
DATE		
Please note: activities that have already taken place may not qualify for CPD hours. Please ensure that you request validation or allocation prior to your event.		
LOCATION		
PROVIDER		
AIMS OF THE ACTIVITY		
TARGET AUDIENCE		
EXPECTED OUTCOMES		
PROGRAMME DETAILS Programme Details should include:- Speaker(s) name and position Subject Duration of 'activity' or presentation Type of activity Seminar/Visit/Debate/Lecture		
Organiser's name		
Organiser's address		
Organiser's contact details	Email: Telephone:	
Fee to be charged to organisation on approval of cpd activity	£100.00 (fee may be waived for organisations providing a discount for IFE members)	
Request for the allocation of CPD hours?	YES	NO
Is the event an IFE Approved or Accredited Course?	YES	NO
IFE website entry required?	YES	NO
Journal entry required?	Please contact +44 (0)1608 812 508	

Please send your completed form to: The Professional Development Officer,
Institution of Fire Engineers, London Road, Moreton in Marsh, Gloucestershire, GL56 0RH.
Tel: +44 (0)1608 812580. Email: info@ife.org.uk



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Continuing Professional Development Validation Proforma (To be completed by IFE Validator)

Date of Event:

Branch/Group, Professional Body, other Institution, Committee or Commercial Provider:
Title:

Assessment	Yes/No
1. Are the aims of the activity relevant to Fire Engineers?	
2. Is the target audience appropriate for the aims?	
3. Are the outcomes realistic?	
4. Are the subjects planned relevant to and supportive of the aims?	
5. Are the speakers appropriately qualified and/or experienced to cover the subject at the level expected by the target audience?	
6. Is the type of activity (seminar, debate, lecture, workshop etc.) appropriate for the subject and target audience?	

If the above questions support validation, complete the steps below	Time in hrs
Calculate the total actual input time, excluding social activities, refreshment breaks and any "business" elements of the meeting.	
Add a realistic period of time for an open forum/discussion period.	
Round the figure to the nearest one half hour	

OFFICE USE ONLY

To be completed by the Validator		Reference Number:	
Validator's signature:			
Name:		Date:	

To be completed by IFE HQ		
Invoice issue date:		