



Endorsement Overview

Step by step process to course endorsement:

- Read guidance notes (Document 1).
- Download, complete and email application form (Document 2) and send all requested documents and a non-refundable submission fee as detailed in document 3.
- If approval is declined a report will be prepared with recommendations for the applicant.
- On confirmation of approval an invoice will be issued to the applicant.
- On confirmation of payment an official email, containing the College logo, will be sent to the applicant. In addition the course will be added to the College website and quarterly newsletter.
- Following the course, a copy of the delegate evaluations to be sent to College.
- Course reviewed every 2 years – review fee as detailed in document 3 will apply.

All correspondence to be sent to cpd@rcpsg.ac.uk

In addition to endorsing the course we can provide certificates of attendance (either hard copy or electronically). These are payable on a per person, per course basis.