

# Application for distance learning event accreditation



Provider:

Address:

Tel:

Email:

Contact:

Title of event:

Area of personal injury law:

Date(s):

Type of event (please tick as appropriate):

(A) Live update web seminar - one-off event

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(B) DVDs and on demand web and podcasts

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Target audience:

APIL level(s):

Total number of CPD hours:

Start/finish times:

Breakdown of hours - seminar, live interactive Q & A, test, etc. (please specify clearly):


Objectives:



Expected learning outcomes (inc. understanding gained, factual knowledge or know-how acquired and/or practical skills developed):

How will the event be evaluated?
<i>(Please enclose questions/feedback form)</i>

If (B) how will the questions be given and answers assessed?
(Please enclose questions and answers)

In the case of (B) indicate pass mark:

[illegible][illegible]



I confirm that adequate provision has been made for answering queries about course content and any IT or transmission related problems.

I confirm that we shall comply with APIL monitoring requirements.

**Training provider:**

Signed:

Name (caps):

Position:

Date:

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**APIL administration:**

Approved:

Date:

Name (caps):

Position:

This application must be accompanied by:

1. The programme or details
2. Access details to the presentation for our assessment panel
3. Proposed marketing literature
4. Biographical details of each speaker
5. Fee for each event - £50 + VAT (£25 + VAT for charities, no):

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**PAYMENT**

By cheque - I enclose my cheque for £  
(Cheques must be payable to APIL in pound sterling only)

By credit/debit card - please circle given card type  
Visa debit/Visa credit/MasterCard/American Express

Card holder's  
signature:

Card number:

CSC:

Start and expiry dates:

Card holder's address:

**Please contact APIL accounts if you wish to pay by BACs. A VAT receipt will be issued on receipt of payment.**  
Please note monies are non-refundable and non-transferable.

Please send completed applications and payment to APIL, 3 Alder Court, Rennie Hogg Road, Nottingham. NG2 1RX  
Tel: 0115 943 5400