

Apply for CPD Recognition for your Event

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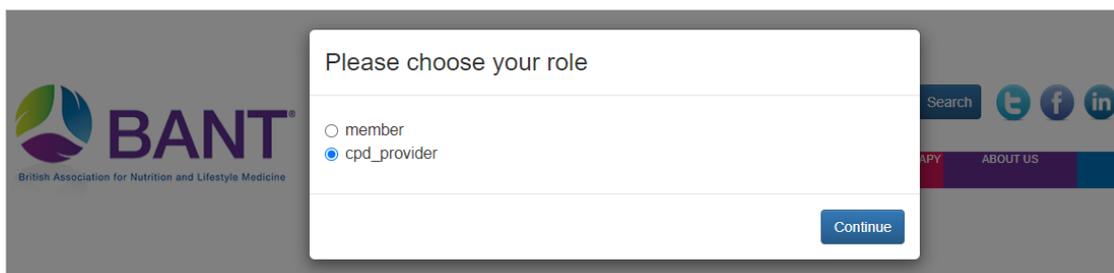
Start your Application

If you have already registered as a CPD Provider, log in to your [CPD Provider Dashboard](#) to apply for CPD Recognition for an event.

If you have not yet registered as a CPD Provider, go to the [CPD Recognition Online Portal](#) and click on [Apply Online](#).

How to Log in if you are both a CPD Provider and a BANT Member

If you have used the same email address for your CPD Provider login as for your BANT membership, when you enter your login credentials, you will be prompted to “choose your role” of CPD Provider in order to proceed to make your application.



The screenshot shows a BANT login page with a modal dialog box titled "Please choose your role". The dialog box contains two radio button options: "member" (which is unselected) and "cpd_provider" (which is selected). A "Continue" button is located at the bottom right of the dialog box. The background shows the BANT logo and navigation links like "Search", "ABOUT US", and "CPD".

Note that if you want to, you can switch back to your BANT member dashboard, after you have finished your CPD application, by toggling your role next to the Log Out button:

After logging in to your CPD Provider Dashboard, go to the [Apply for CPD Recognition](#) tab:

CPD Provider Home View my Listed CPD Events **Apply for CPD Recognition** View Existing CPD Applications Edit Provider Details

To view events that have been given CPD recognition and listed on the BANT website, go to the **View My Listed Events** tab.

To make a new application, go to the **Apply for CPD Recognition** tab.

You will need:

- Date(s), Time, Location(s), Booking Details for your CPD Event.
- Full presentation slides, with reference lists (PDF format).
- Full agenda and timetable for the event (PDF format).
- For conferences, where full presentations are not available until closer to the event date, detailed presentation outlines are required, with sample slides.
- Speaker biographies, with details of qualifications, memberships and publications.
- An event logo (300 x 300) for listing and advertising.

To review applications in progress or to pay for approved applications, go to the **View Existing Applications** tab.

Click on Start New Application:

CPD Provider Home View my Listed CPD Events **Apply for CPD Recognition** View Existing CPD Applications Edit Provider Details

Apply for CPD Recognition

Click on Start New Application button to apply for CPD Recognition for your Event. If you have a CPD event recognition application in progress, select the 'View Existing Applications' tab above.

[+ Start New Application](#)

Click on Create New CPD Event:

CPD Events for Application 8785

Add the events you want to submit as part of this application below. When you have added all events, click the submit button and your events will be reviewed and approved by the BANT management team. If you create new CPD events, you will be charged for each CPD event. If you clone events, you are creating a series and you only be charged once, but the titles will be the same (e.g. a series of the same event at different locations). If you have any further questions, please email cpd@bant.org.uk.

[+ Create New CPD Event](#) £0.00

No events found

On the next page, enter the title of your event:

Type of Event / Activity

What kind of event / activity is it?

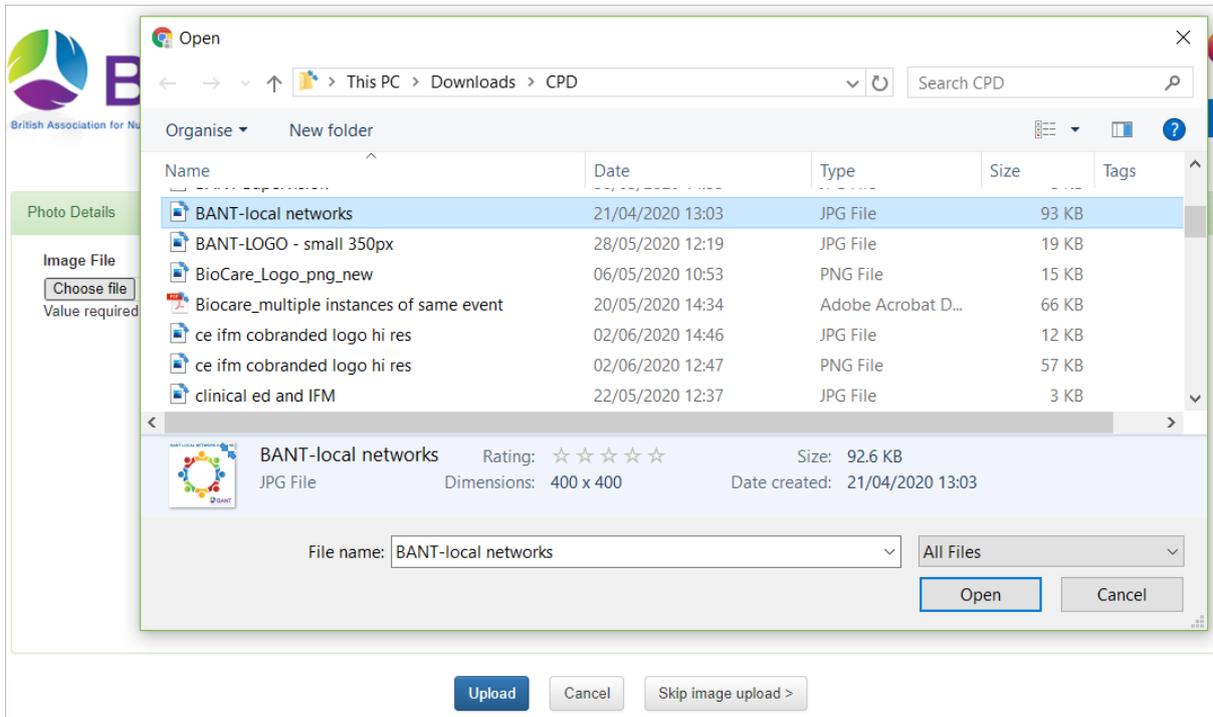
BANT Local Networks / Regional Branch Meetings ▼

Event / Activity Title

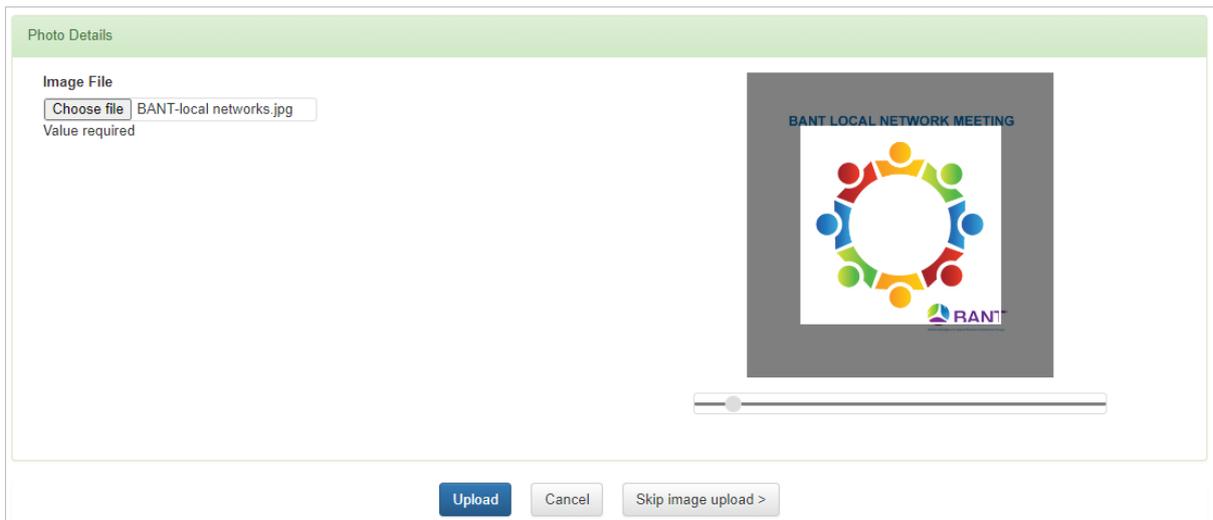
Methylation

[< Back](#) [Next >](#) [Cancel](#)

Next upload the [BANT Local Networks logo](#):



You may need to adjust the size of the logo to make sure that it fits the photo upload window, by dragging the button on the photo before clicking on Upload:



Enter your Activity Details

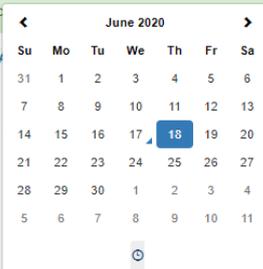
On the next page, add your activity details.

Enter Start and End Date/Time for your Event

Use the date/time widget to enter the Start and End dates and times:

Activity Details - BANT Local Networks / Regional Branch Meetings

BANT LOCAL NETWORK MEETING



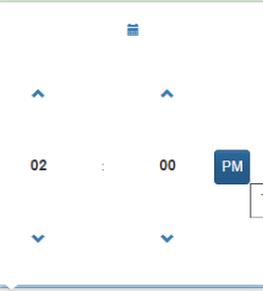
18/06/2020 02:00 PM

Location

End Date Time

Activity Details - BANT Local Networks / Regional Branch Meetings

BANT LOCAL NETWORK MEETING



18/06/2020 02:00 PM

End Date Time

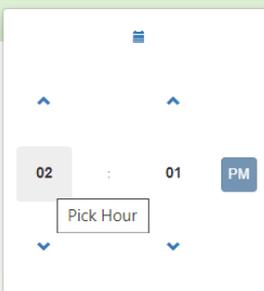
Activity Details - BANT Local Networks / Regional Branch Meetings

BANT LOCAL NETWORK MEETING



Start Date Time

Location



18/06/2020 02:01 PM

Activity Details - BANT Local Networks / Regional Branch Meetings

BANT LOCAL NETWORK MEETING



Start Date Time

Location



18/06/2020 02:01 PM

Activity Details - BANT Local Networks / Regional Branch Meetings

BANT LOCAL NETWORK MEETING



00	05	10	15
20	25	30	35
40	45	50	55

Start Date Time

18/06/2020 02:00 PM

18/06/2020 02:01 PM

Location

If you are planning to hold your meeting online, enter ONLINE in the location field:

Location

ONLINE

Or if you will be meeting in person, enter a location as this is a mandatory field. If you do not want to put your home address on the BANT Members' CPD webpage, you can enter the town only:

Location

Shrewsbury

Type of CPD

Email for Booking Queries field

As you entered your email address when you registered as a CPD Provider, if you intend to use the same email address for booking queries, you do not need to enter it again here, as it will automatically be listed on the CPD webpage. However, if you wish to use a different email address, enter it here in order for it to be listed on the CPD webpage.

Website Field

As you entered a link to your details on the BANT website when you registered as a CPD Provider, you do not need to enter it again here, as it will automatically be listed on the CPD webpage. However, if you would like a different weblink to be listed, e.g. a link to Eventbrite booking page, enter it here in order for it to be listed on the CPD webpage in the BANT Member's Area.

Website

eventbrite/.....

Speaker Name

If you have a visiting speaker, enter their name here. Alternatively, enter your own name.

Key Speakers (max 3)

Emma Beswick, Lifecode GX

Cost of Event

If your event is free of charge, e.g. Local Network Meetings, enter the cost as 0 as this is a mandatory field:

Currency	Cost of Event
GBP	0
EUR	
GBP	
USD	

Any extra information about your event can be added in the further information field:

Further Information
You are invited to stay for a bring and share lunch at the end of the meeting.

Enter the Number of CPD Hours

Enter the number of CPD hours that will apply. Note that the number of CPD hours should relate to the duration of the educational content and relevant discussion/networking. Extra time, e.g. coffee breaks or lunch, should not be included.

Hours	Minutes
1	30

Then click on Next to review the details. Either click on Back to amend the details or Next once you have entered all of your event details.

Click on Submit Application when you are ready. Alternatively, you can Save For Later if you need to return to make any changes

NOTE: once you have submitted your application, the BANT admin or CPD team will check you're your event is correctly listed, so there will be a short delay before it is listed on the CPD webpage.

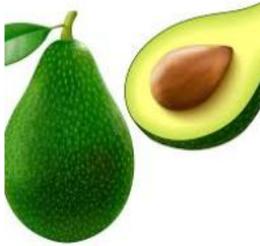
Add Attachments (Regional Branches only)

LNCs: You can ignore the Add Attachments button – attachments are not required for Local Network meetings.

RBs: to add your supporting documents for CPD Recognition, upload your documents as per the following instructions.

Click on Add Application Attachment beneath your event details to add relevant materials in support of your application:

Create New CPD Event £125.00



Skin Health

6 June 2020, 12:00PM - 1:30PM
ONLINE
Kate Alexander

EVENT: Web-based Media (Live Event - specific time)
EVENT PROVIDER: AVOKATE
EMAIL: info@avokate.com
TYPE OF CPD: Active
CPD HOURS: 1.50
COST (£): 0
REGISTER: www.avokate.co.uk

Edit

Clone

Delete

Complimentary place for a CPD Committee member?

Add Attachment

Submit Application

Save For Later

Add application attachment

Select your attachment and then click on Save. Repeat this step until all of your attachments have been saved:

Upload Supporting Documents

Please upload the file you want to attach below

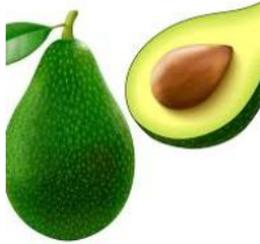
File to attach

Autoimmune p...tation.docx

CPD Events for Application 8785

Add the events you want to submit as part of this application below. When you have added all events, click the submit button and your events will be reviewed and approved by the BANT management team. If you create new CPD events, you will be charged for each CPD event. If you clone events, you are creating a series and you only be charged once, but the titles will be the same (e.g. a series of the same event at different locations). If you have any further questions, please email cpd@bant.org.uk.

£125.00



Skin Health

6 June 2020, 12:00PM - 1:30PM
ONLINE
Kate Alexander

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EVENT PROVIDER: AVOKATE
EMAIL: info@avokate.com
TYPE OF CPD: Active
CPD HOURS: 1.50
COST (£): 0
REGISTER: www.avokate.co.uk

Attachments

[The Application Process.docx](#)
[Event timetable.docx](#)
[Speaker bio.docx](#)
[Skin health presentation.docx](#)

Complimentary place for a CPD Committee member?

Click on Submit Application when you are ready. Alternatively, you can Save For Later if you need to return to make any changes or add further attachments.

CPD Event Application Submitted

Thank you for submitting your CPD Event application.

Your application will now be checked and reviewed by the CPD department.

If your application is approved, you will be sent an email with further instructions and a link to the next step.

If your application is declined, or we require further information, you will be sent an email with further details.

Your RB meeting application will be reviewed by the CPD department and you will receive an email notifying you of the outcome and next steps.

To View Existing CPD Applications

If you have saved an application, but not yet submitted it, you can find it under the View Existing CPD Applications tab.

CPD Provider Home View my Listed CPD Events Apply for CPD Recognition **View Existing CPD Applications** Edit Provider Details

To view events that have been given CPD recognition and listed on the BANT website, go to the **View My Listed Events** tab.

To make a new application, go to the **Apply for CPD Recognition** tab.

You will need:

- Date(s), Time, Location(s), Booking Details for your CPD Event.
- Full presentation slides, with reference lists (PDF format).
- Full agenda and timetable for the event (PDF format).
- For conferences, where full presentations are not available until closer to the event date, detailed presentation outlines are required, with sample slides.
- Speaker biographies, with details of qualifications, memberships and publications.
- An event logo (300 x 300) for listing and advertising.

To review applications in progress or to pay for approved applications, go to the **View Existing Applications** tab.

You can search by application type (not all will be relevant to you):

Existing CPD Applications

Search here to check the status of your CPD recognition applications, to continue applications that you have started or to make payment for approved applications

Application Status

- Any
- Started
- Submitted
- Approved
- Rejected
- Paid
- Awaiting Activation
- Completed
- Cancelled

If you have started an application and “saved for later”, you can Continue your application, e.g. edit details.

ID	Type	Sub-Type	Status	Applicant User	Started Date	Submitted Date	Total Fee	Application Content	Actions
8779	CPD Event	New	Started	katesalex.nutrition@gmail.com	2020-05-29		£0.00	Provider: BANT LNC - KATE ALEXANDER, Events: None, Committee Invited? false	Continue Application
8848	CPD Event	New	Started	katesalex.nutrition@gmail.com	2020-06-04		£0.00	Provider: BANT LNC - KATE ALEXANDER, Events: Immune Health Support, Committee Invited? false	Continue Application
8917	CPD Event	New	Submitted	katesalex.nutrition@gmail.com	2020-06-17	2020-06-17	£0.00	Provider: BANT LNC - KATE ALEXANDER, Events: Methylation, Committee Invited? false	

Showing 1 to 3 of 3 entries

Previous 1 Next

Edit Event Details

If wish to edit the event details before you submit it or if you Saved for Later, click on the Edit button:

CPD Events for Application 8848

Add the events you want to submit as part of this application below. When you have added all events, click the submit button and your events will be reviewed and approved by the BANT management team. If you create new CPD events, you will be charged for each CPD event. If you clone events, you are creating a series and you only be charged once, but the titles will be the same (e.g. a series of the same event at different locations). If you have any further questions, please email cpd@bant.org.uk.

Create New CPD Event £0.00

BANT LOCAL NETWORK MEETING



Immune Health Support

16 July 2020, 10:00AM - 10:30PM
ONLINE
Christine Bailey

EVENT: BANT Local Networks / Regional Branch Meetings
EVENT PROVIDER: BANT LNC - KATE ALEXANDER
EMAIL: kataalex.nutrition@gmail.com
TYPE OF CPD: Active
CPD HOURS: 1.50
COST (£): 0

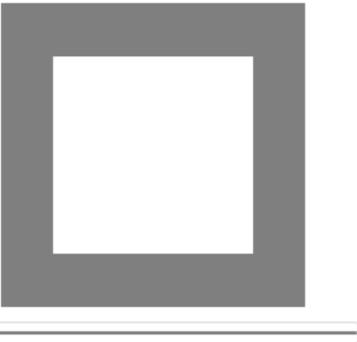
Edit
 Clone **Edit event**
 Delete

Unless you need to edit or change the logo, click on Skip Image Upload as there is no need to upload your logo again:

Photo Details

Image File
 No file chosen

BANT LOCAL NETWORK MEETING



Once you are happy that your event details are complete, click on Submit Application.

BANT LOCAL NETWORK MEETING



Immune Health Support

16 July 2020, 10:00AM - 10:30PM
ONLINE
Christine Bailey

EVENT: BANT Local Networks / Regional Branch Meetings
EVENT PROVIDER: BANT LNC - KATE ALEXANDER
EMAIL: kataalex.nutrition@gmail.com
TYPE OF CPD: Active
CPD HOURS: 1.50
COST (£): 0

Edit
 Clone
 Delete

Complimentary place for a CPD Committee member?

View your Listed Events

Once you have paid for your approved application, your event will be included under the View My Listed CPD Events tab.

[CPD Provider Home](#) [View my Listed CPD Events](#) [Apply for CPD Recognition](#) [View Existing CPD Applications](#) [Edit Provider Details](#)

To view events that have been given CPD recognition and listed on the BANT website, go to the [View My Listed Events](#) tab.

To make a new application, go to the [Apply for CPD Recognition](#) tab.

You will need:

- Date(s), Time, Location(s), Booking Details for your CPD Event.
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- Speaker biographies, with details of qualifications, memberships and publications.
- An event logo (300 x 300) for listing and advertising.

To review applications in progress or to pay for approved applications, go to the [View Existing Applications](#) tab.

My CPD Events

SEARCH EVENTS

Type of Event CPD Provider

Keywords Location Date From Date To

Include previously listed events

BANT LOCAL NETWORK MEETING **Methylation**



18 June 2020, 2:00PM - 4:00PM
Shrewsbury
Emma Beswick, Lifecode GX

You are invited to stay for a bring and share lunch at the end of the meeting.

EVENT: BANT Local Networks / Regional Branch Meetings
EVENT PROVIDER: BANT LNC - KATE ALEXANDER
EMAIL: katealex.nutrition@gmail.com
TYPE OF CPD: Active
CPD HOURS: 2.00
COST (£):
REGISTER: [eventbrts/.....](#)

If your event is listed here, then it is listed on the CPD webpage in the BANT Members' Area.

Note that live events will be removed from the Listed CPD Events tab and from the BANT website the day following the date of the event and pre-recorded web-based media will be removed after 3 months. (Once a live event has passed it will automatically be included in the list of events available for selection in the BANT Members' CPD Log.

Therefore, Previously Listed Events = Events available for BANT members to select in the CPD Log.

View Previously Listed Events (CPD Log)

To your previous meetings, i.e. meetings that have been added to the CPD Log listing, select Include previously listed events in the View My Listed CPD Events tab:

[CPD Provider Home](#) [View my Listed CPD Events](#) [Apply for CPD Recognition](#) [View Existing CPD Applications](#) [Edit Provider Details](#)

My CPD Events

SEARCH EVENTS Search

Type of Event CPD Provider

Keywords Location Date From Date To

Include previously listed events