

## Application for external event accreditation

Provider:

Address:

Tel:

Contact:

Title of event:

Location(s) of event:

Date(s) and timings:

Type of event – course/conference/seminar/webinar

Number of workshops:

Number of opportunities for questions and answers:

Number of CPD hours:

Refreshment breaks, non-educational sessions should not be counted

APIL accredited level(s) please indicate:

Providers may organize their training across two accredited levels, in order to meet the needs and experience of the delegate e.g. litigator/senior litigator or senior litigator/fellow. Only if an event has no legal content can it be aimed at all levels. Litigators (usually up to 5 years PI experience, working under supervision); Senior Litigators (*usually a minimum of 5 years' experience*); Fellows (*usually over 10 years' experience*).

Target audience:

Objectives:

These form the foundation of the event, they specify a behaviour, skill, or action that a student can demonstrate once mastered. Objectives need to be measurable by some sort of assessment

Expected learning outcomes:

Measurable statements that formally state what students are expected to learn from an event. While objectives can be written more broadly, learning outcomes describe specifically how learners will achieve the goals

A copy of the programme and proposed marketing literature must accompany this application

Names of speakers:  
Biographical information for each speaker must be attached

Fee for each event series less than 3 CPD hours - £75.00 + VAT

Fee for each event series 3 to 6 CPD hours - £150.00 + VAT

Fee for each event series more than 6 CPD hours - £250.00 + VAT

Charity rates:

Fee for each event series less than 6 CPD hours - £30.00 + VAT

Fee for each event series more than 6 CPD hours - £75.00 + VAT

Charities, please provide your charity number:

Training provider:

Signed:

Name (caps):

Position

Date:

APIL administration:

Approval signature:

Name:

Position:  Date:

If paying by BACs, please use the following account details and provide the bank reference used:

Sort code: 30-96-18; Account number: 02623607; Lloyds Bank  Bank reference:

If paying by cheque please make it payable to APIL and send to:  
APIL, 3 Alder Court, Rennie Hogg Road, Nottingham, NG2 1RX.  
Tel: 0115 943 5400