

## **P-22a: Third Party Professional Development Learning Credit Event Listings**

As a service to participants, the CPRA PDC will post a third party event on the CPRA PDC Events Calendar under the following condition(s):

- 1) The event must meet the general requirements for acceptable learning credits as outlined in the [Participant Handbook](#).

### **Process**

For each event the organizer must:

- 1) Pay a processing fee.
- 2) Submit the required information as directed.

Event listings may be subject to review and by the CPRA PDC standing committee at any time. Results of the review may result in the removal of the event.

### **Service**

The following services are provided to the third party provider

- The event will be published in the CPRA PDC Event Calendar.
- The event will be approved as a learning credit opportunity.

### **Refunds**

Processing fees are non-refundable.

### **Definitions**

Third Party – to any event that is offered by an individual or organization that is neither a CPRA member nor a recognized learning partner.

Event – any single training, course or educational activity offered by a third party provider.

### **P-22b: Third Party Professional Development Learning Credit Multiple Event Listings**

As a service for participants, the CPRA PDC will post third party events on the Events Calendar under the following condition(s):

- 1) The event must meet the general requirements for acceptable learning credits as outlined in the [Participant Handbook](#).

#### **Process**

For each event the organizer must:

- 1) Pay a processing fee.
- 2) Submit the required information as directed.

Individual event listings may be subject to review and by the CPRA PDC standing committee at any time. Results of the review may result in the removal of the event.

#### **Service**

The following services are provided to the third party provider for a period of 365 days, beginning at the time of approval. All services apply only to events that are delivered within the designated time period:

- Events will be approved as a learning credit opportunity.
- Publishing an unlimited amount of its events in the CPRA PDC Event Calendar.
- Use of CPRA PDC Learning Credit branding in its marketing of events

#### **Refunds**

Processing fees are non-refundable.

#### **Definitions**

Third Party – to any event that is offered by an individual or organization that is neither a CPRA member nor a recognized learning partner.

Event – any single training, course or educational activity offered by a third party provider.