



# GUIDELINES FOR CONTINUING PROFESSIONAL DEVELOPMENT FOR HEALTH PROFESSIONALS: LIBERIA



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# Abbreviations

<b>BALMLT</b>	Board of Accreditation and Licensure of Medical Laboratory Technology
<b>CEU</b>	continuing education unit
<b>CHT</b>	country health team
<b>CPD</b>	continuing professional development
<b>ICN</b>	International Council of Nurses
<b>ICM</b>	International Confederation of Midwives
<b>LBNM</b>	Liberian Board for Nursing and Midwifery
<b>LCPS</b>	Liberian College of Physicians and Surgeons
<b>LMDC</b>	Liberia Medical and Dental Council
<b>LINPAB</b>	Liberia National Physician Assistant Board
<b>LPB</b>	Liberia Pharmacy Board
<b>LEHB</b>	Liberia Environmental Health Board
<b>MOH</b>	Ministry of Health
<b>WAPCNM</b>	West African Postgraduate College of Nurses and Midwives
<b>WAPCP</b>	West African Postgraduate College of Pharmacists
<b>WACP</b>	West African College of Physicians
<b>WACS</b>	West African College of Surgeons
<b>WFME</b>	World Federation of Medical Education
<b>WHO</b>	World Health Organization

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# Definition of Terms

## Continuing Professional Development (CPD)

- “The means by which members of the profession maintain, improve and broaden their knowledge, expertise, and competence, and develop the personal and professional qualities required throughout their professional lives” (Nursing and Midwifery Board of Australia 2016).

## Continuing Medical Education (CME)

- “Describes continuing education in the field of knowledge and skills of *medical practice*” (World Federation of Medical Education 2015).
- For this document, the term CPD is preferred over CME, with the goal of harmonizing systems across cadres, and advancing interprofessional training opportunities.

## Continuing Education Units (CEUs)

- “Continuing Education Units is the value attached to a learning activity for CPD in terms of credit hours or points earned” (Health Professions Council of South Africa 2014).

# Supporting Documents

These guidelines should be used in conjunction with:

- Liberia National Health Plan 2022-2031
- Liberia National Health Sector Strategy 2022-2026
- Essential Package of Health Services (EPHS) II 2022-2027
- Health professions boards acts and regulations (Liberia Medical and Dental Council [LMDC] Act - 2010, Liberian Board for Nursing and Midwifery [LBNM] Act - amended June 2016)
- Health professions boards strategic plans (Liberian Board for Nursing and Midwifery)
- Liberia Public Health Act (1976)
- Liberia Public Health Law (1976)

# Introduction

The continuous upgrading of health professionals' knowledge and skills is a critical mechanism for improving the quality of healthcare, and as such, a critical strategy for achieving Universal Health Coverage. Continuing Professional Development (CPD) is the means for maintaining and updating professional practice to reflect the best available evidence, as well as ensuring the best possible service to the community. CPD should also address emerging health needs and be relevant to the health priorities of the Liberian people.

Designing, implementing and regulating high-quality CPD programs suitable to the diverse needs of health professionals has been a challenge in Liberia. The first SOP for CPD was developed in 2017, and included three boards: LMDC, LBNM and LPB. Implementation was uneven; while LBNM adopted and began to disseminate the policy, LMDC and LPB lagged. Furthermore, LINPAB, BALMLT and LEHB were not part

of the original SOP. The following Guidelines for Continuing Professional Development aim to incorporate the lessons learned from the 2017 SOP and present a harmonized system for CPD for all health professionals, including allied health professionals, in Liberia.

## Purpose

The purpose of CPD is to ensure continuous professional competency as a way of improving the quality of health services in Liberia and as a prerequisite for maintaining professional licensure. The purpose of these guidelines is to promote, guide, regulate and sustain CPD.

## Principles

The key principles behind CPD for Liberia health professionals are:

- It is self-directed, and should build on an individual's existing knowledge and experience;
- It is based on learning needs identified by the individual, employer and health professions boards, and should be relevant to the health priorities of Liberia;
- It is driven by best-available evidence and delivered by qualified trainers;
- It links an individual's learning to their current and future practice;
- It is provided in an environment conducive to effective learning, with all health professionals benefitting from CPD regardless of the health professional's work location;
- It is documented, with each health professional maintaining an up-to-date and accurate record of all CPD activities in which they participate; and
- It informs ongoing curriculum review and updates to pre-service training programs.

## Nature and Scope of CPD

CPD encompasses a wide range of learning activities that may be delivered through face-to-face, online or hybrid formats. The activities should be relevant to an individual context of practice or profession, and meet the individual learning needs.

All health professionals registered with the health professions boards are required to undertake CPD to renew their practicing licenses (based on the respective board timelines for renewal). In the creation of this document, the health professions boards agreed to harmonize requirements to the greatest extent possible. The CPD learning activities may be profession-specific or interprofessional, but should increase health professionals' competencies, improve patient outcomes, and promote a healthy environment.

# Roles and Responsibilities

## Health Professions Boards

The health professions boards are the regulators for CPD and have the overall responsibility for enacting these guidelines. The six boards included in this document are:

Liberia Medical and Dental Council (LMDC), Liberian Board for Nursing and Midwifery (LBNM), Liberia Pharmacy Board (LPB), Liberia National Physician Assistant Board (LINPAB), Liberia Environmental Health Board (LEHB), Board of Accreditation and Licensure of Medical Laboratory Technology (BALMLT).

Each Board has the following responsibilities:

- Develop and implement a process for registering CPD providers and approving CPD courses and other learning activities, in line with these guidelines.
- Monitor adherence of CPD providers to the guidelines, and sanction those who do not comply with standards.
- Enforce the CPD requirements for the renewal of licenses for member health professionals.
- Conduct regular needs assessments to identify priority knowledge, skills, and practices to be developed through CPD.

To implement the above, each health professions board should establish a CPD committee, composed of 5-7 members. Each individual board shall develop the terms of reference for its CPD committee.

Additionally, the Boards *collectively* have the following responsibilities:

- Disseminate the guidelines to their members and other stakeholders.
- Establish processes for approving and recognizing interprofessional CPD (that is: CPD content targeting multiple cadres of health professionals).
- Create and apply an algorithm for assigning CEUs to CPD activities.
- Update these guidelines every five years.
- Conduct an independent impact evaluation for these guidelines on service delivery and health outcomes every five years.

## CPD Providers

CPD providers develop and deliver training curricula based on identified areas of need. CPD providers must adhere to these guidelines in order for their learning activities to satisfy license renewal requirements.

CPD providers must be registered as an organization either in Liberia or in their own country, and must be able to present the appropriate documentation from the requisite authority (e.g. business registration, articles of incorporation, accreditation from the Council of Higher Education, sectoral clearance from the Ministry of Health, etc.). If registered outside Liberia, they must operate in partnership with a recognized health organization, professional association, training institution or health facility in Liberia.

Each CPD provider has the following responsibilities:

- Register as a CPD provider with all relevant health professions boards.
- Develop curriculum and learning materials, ensuring that all content is evidence-based (proper citations are strongly encouraged) and in line with Liberian health policies and guidelines.
- Obtain approval of CPD from relevant health professions board(s) for each learning activity.
- For CPD targeting Ministry of Health employees: Share the training plan with the Ministry of Health (including the Assistant Director for Training and Development, as well as the vertical division/program) to coordinate scheduling and planning.
- Inform health professionals about available CPD activities, including CEUs and the categorization of each activity.
- Plan and deliver CPD to health professionals. CPD providers are expected to bear any costs associated with their activities through independent revenue generation (Boards will not fund CPD delivery).
- Maintain lists of individuals who complete CPD activities and keep these lists on file (viewable upon request by relevant Boards).
- Issue documentation of completion for those who satisfy the requirements of CPD activities, via the providers' logbooks (all CPD activities) and certificates (for CPD activities over 5 hours).
- Collaborate with health professions boards on any changes in providers' previously-approved CPD activities.

### **Ministry of Health and Other Employers**

- Recommend content areas for CPD to CPD providers based on priority health needs in Liberia.
- Provide opportunities (time, funding if possible) for health professionals to participate in CPD activities.
- Support the health professions boards in the enforcement of CPD as a requirement for license renewal. The MOH and other employers should not hire or retain individuals in practicing roles who have not met the requirements for licensure.
- Employers, including the Ministry of Health, private health facilities, and other organizations, may ALSO serve as CPD providers should they meet all the requirements. For the MOH, CPD provider registration will be given at the level of the division or program (e.g. Family Health Division, NACP, etc.) rather than at the level of the Ministry.

### **Health Professionals**

- Identify their individual learning needs.
- Complete CEUs required for license renewal.
- Keep a record of CPD activities undertaken and present the completed CPD logbook to the relevant board when required. When possible, they should also obtain a certificate of completion for all CPD activities completed.
- Health professionals who are registered in more than one profession are required to obtain CEUs for the profession they are currently practicing.



However, if these professionals decide to practice in the other profession, they will be required to obtain a license for that profession.

## CPD Requirements for License Renewal

### Minimum Requirement for License Renewal

The health professions boards mandate that all practicing health professionals complete 4 CEUs every two years as a prerequisite for the renewal of licenses. (For most boards, the two-year time period aligns with existing license renewal timelines, but for some, this will require harmonization.) The requirement will be enacted two years following the public launch of the guidelines (April 10, 2025).

Health Professions Board	CEU Requirement	Time Period
LMDC	4 CEUs	Every two years
LPB	4 CEUs	Every two years
LINPAB	4 CEUs	Every two years
LEHB	4 CEUs	Every two years
LBNM	4 CEUs	Every two years
BALMLT	4 CEUs	Every two years

### License Renewal and Verification of CEUs

At the biannual appraisal of each health professional, the assessor will review the CPD activities completed in the 24-month period and confirm the number of CEUs accrued. Health professionals who do not meet the minimum requirement for CEUs will have a 3-month grace period to complete the requirement, and may only reapply once the CEU requirement has been fulfilled. The health professional's employer will be notified that the individual has not met the minimum requirements.

CEUs may only be counted towards one license renewal; once the health professional's license is renewed, their CEUs are reset to zero.

### Documentation of CEUs

When CPD learning activities are completed, CEUs must be documented in two ways:

1. Health professionals must maintain a logbook of all CEUs earned (see Appendix). CPD activities in all categories must be logged in the logbook (see CPD Learning Activities).

- Full name of the health professional
- License number of the professional
- Attendance date(s)
- CPD category
- Learning activity title

- Number of CEUs attained
- Name of CPD provider
- Signature of facilitator (certificate may be issued in lieu of a signature in the logbook)

2. For most CPD activities, health professionals should provide (along with the logbook) at least one other record that confirms the health professional's completion of the CPD learning activity.

- For approved CPD courses (Category A below): CPD providers must issue certificates to participants for learning activities more than 5 hours in duration (0.5 CEUs). The certificate should include the health professional's name, learning activity title, CEUs awarded, CPD provider name, contact details, signature and stamp.
  - For CPD activities in Category A under 5 hours, the logbook is sufficient.
- For pre-approved activities that count as calculated CEUs but are not formally accredited (Category B below), the health professional must obtain a certificate of completion.
- For other pre-approved activities that count as pre-determined CEUs (Category C below), a variety of supplemental documentation is requested. See below for details.

### **Note on Documentation Systems**

At present, the logbook is paper-based. Health professions boards are encouraged to transition to electronic, real-time logging systems.

## **Exemption from CPD Requirements**

These guidelines apply to all licensed health professionals. This may include clinical roles, as well as roles related to management, education, research, policy development and regulation. CPD providers are encouraged to create learning activities relevant to all licensed health professionals.

Health professionals may be exempted from CPD requirements, subject to approval by the relevant health professions board. Individuals seeking an exemption should write a letter to the relevant board, detailing the nature of their request. The health professional may be exempted from CPD activities on the following grounds:

- Proof of illness lasting for more than six months or terminal illness
- Any other reason subject to approval by the board

If an exemption is granted, the relevant health professions board may introduce other regulatory measures including but not limited to completing a period of supervised practice.

Additionally, health professions boards may suspend CPD requirements during times of national emergency.

Students in the health professions with non-practicing licenses are not required to complete CPD.

# CPD Learning Activities

## Classifying Learning Activities

A wide range of learning activities will be recognized toward meeting the CPD requirement. CPD activities should be relevant to current or future practice. For these guidelines, activities are categorized as follows, with specific examples and guidance provided below:

Category	Requires CPD provider registration & approval by Board	CEUs based on hours	Required documentation		
			Logbook	Certificate	Other
A. Approved CPD Courses by Registered CPD Providers	X	X	X	If 5 hours or more	
B. Pre-Approved Activities Eligible for Calculated CEUs		X	X	If 5 hours or more	
C. Pre-Approved Activities Eligible for Pre-Determined CEUs			X		See Category C below

For categories A and B, the calculation of CEUs shall be done using the formula provided by the International Association for Continuing Education and Training (IACET): one hour of learning equals 0.1 CEUs (or: 1 CEU equals 10 hours of learning). In other words, to meet the requirement of 4 CEUs within a 2-year period, health professionals must complete a minimum of 40 hours of learning. An activity must be at least one hour of learning to be considered for CEU credit.

### Category A: Approved CPD Courses by Registered CPD Providers

Registered CPD providers develop learning activities and submit them to the relevant health profession(s) boards for formal approval. CPD learning activities will be evaluated by the CPD Committees, with input from content area experts when necessary. The Committee shall evaluate proposed courses using the following standards:

1. Learning activities must be at least one hour long.
2. CPD providers must adhere to the guidelines.
3. CPD providers must encourage andragogy (adult education) best-practices and use effective teaching and learning strategies matched to content, level and type of learners.
4. CPD providers must use valid and reliable assessment tools that provide feedback on whether the learning objectives have been met.
5. Learning activities must be delivered by qualified facilitators who:
  - a. Possess professional experience in the content area
  - b. Possess educational qualifications that are related to the content area and can be verified by the health professions board(s)
  - c. Deliver high-quality, up-to-date learning content.

6. CPD providers must have adequate and appropriate resources to deliver the training.
7. CPD providers must have appropriate systems (a ledger, spreadsheet or other database) and procedures for collecting data and ensuring secure storage of documents that list participants who have undergone CPD activities.
  - a. Attendance and completion records
  - b. Record of CEUs earned by health professionals
  - c. Evaluation summaries of each CPD activity
8. CPD providers must understand the need to minimize any conflicts of interest related to financial supporters and willingly disclose any conflicts of interest to participants at the beginning of the CPD activity.

### **Category B: Pre-Approved Activities Eligible for Calculated CEUs**

Scientific conferences organized by national and regional professional organizations – including LCPS, WACP, WACS, WAPCP, WAPCNM, WACPA, WAPCEH, WAHEB, WAPCMLS, IFEH, ASLM – are considered approved for CEUs. Other internationally-recognized conferences may also fall within this category. Health professionals may claim CEUs based on the number of hours in attendance.

Online courses from pre-approved training organizations are also considered Category B. Pre-approved training organizations include:

- [World Continuing Education Alliance](#)
- [World Health Organization](#)
- [Medscape](#)
- [U.S. Centers for Disease Control](#)
- [Global Health E-Learning Center](#)

The boards shall collaborate to maintain an up-to-date list of pre-approved training institutions. Health professionals should never assume that a learning activity will confer CEUs; when in doubt, consult with the board.

For activities in this category, CEUs are calculated based on the number of hours in attendance, at the rate of 0.1 CEUs per hour. This form of CPD must be documented both in the logbook and through a certificate from the organizers.

### **Category C: Pre-Approved Activities Eligible for Pre-Determined CEUs**

Category C allots CEUs to professional activities that involve learning, using the categories and CEU allotments detailed below. CPD learning activities are classified according to complexity and duration as enumerated in the following tables. Under Category C, CEUs do not correspond directly to time spent on the activity. All of the following activities should be recorded in the health professional's logbook; additional documentation may be required for certain activities.

Category C1: 1 hour (0.1 CEU) for each separate activity

<b>Activities</b>	<b>Additional Required Documentation</b>
Attending a clinical meeting (Ground Rounds, clinical conference, case study discussion, morning presentation)	N/A
Attending a journal club meeting	N/A
Undertaking a short course not less than an hour (if not in Category A or B)	N/A
Attending workplace education, in-service sessions or skills development programs (if not in Category A or B)	N/A
Attending a lecture, seminar or professional meeting outside the workplace	N/A

Category C2: 2 hours (0.2 CEU) for each separate activity

<b>Activities</b>	<b>Additional Required Documentation</b>
Presenting at or facilitating a journal club meeting	Journal article or presentation from meeting
Participating in clinical audits	Report from clinical audit

Category C3: 3 hours (0.3 CEUs) for each separate activity

<b>Activities</b>	<b>Additional Required Documentation</b>
Presenting at a scientific meeting (in addition to CEUs acquired from attendance)	Certificate from conference organizers or program agenda
Participating in the development of policies, protocols and guidelines	Document with name in the acknowledgments

Category C5: 5 hours (0.5 CEUs) for each separate activity

<b>Activities</b>	<b>Additional Required Documentation</b>
Publishing a scientific manuscript, book chapter or report as a co-author	Published work

Category C6: 10 hours (1 CEU) for each separate activity

<b>Activities</b>	<b>Additional Required Documentation</b>
Publishing a scientific manuscript, book chapter or report as the first author	Published work
Conduct research as principal investigator or lead researcher (for ongoing studies, may be counted once per renewal period)	Research project report if completed (or protocol if ongoing)
Precepting students for a minimum of 90 hours	Preceptor form (see Appendix)

### **Activities Not Eligible for CEUs**

Some activities, while valuable to health professionals and the profession at large, do not qualify for CEUs, as they do not sufficiently advance learning, or cannot be adequately documented. These include:

- Welcome speeches, general remarks or presentations to the public
- Unstructured research or study time
- Membership or leadership of a professional association, including attending meetings of the professional association
- Serving as a board member or staff for the health professions boards
- Completing core job requirements
- Development of student training materials
- Tours, including viewing exhibits or technological demonstrations
- Serving as a peer reviewer

## **Registration of CPD Providers and Approval of CPD Courses (Category A)**

Organizations and institutions that have the expertise to conduct CPD activities and that are willing and able to meet the criteria outlined in these guidelines are encouraged to become CPD providers.

The CPD committees of the health professions boards shall oversee the registration of CPD providers and the approval of CPD courses. The committees may consult with independent health professionals to review and approve courses in their area of practice and expertise for the allocation of CEUs. The relevant health professions boards shall review the courses for clinical or technical accuracy and pedagogical (teaching methods) quality, in line with the standards described above.

The below processes for CPD Provider Registration and CPD Course Approval will go into effect on November 1, 2023.

### **CPD Provider Registration**

Organizations providing CPD are required to register with each relevant health professions boards each year. This registration is specific to the health professions boards, and is in addition to any required business or sectoral clearance processes. Registration entails:

1. Submitting the CPD Provider Registration Form (see Appendix) to all boards under which the provider intends to provide learning activities.
2. Paying an annual registration fee to all boards at which the CPD provider aims to register, according to the below fee schedule.

Each health professions boards should issue a certificate to registered CPD providers, including the name of the organization, and the time period covered.

CPD Provider Organizational Registration	Organization Characteristics	Course Fees	Annual Registration Fee in USD* for 1 Board	Annual Registration Fee in USD* for 2+ Boards
In Liberia	MOH or other GOL	Free or participants pay	\$50	\$25 per board (\$150 for all 6)
	Health Professions Associations	Free or participants pay		
	Organizations <20 employees	Free or participants pay		
	20+ employees	Free	\$100	\$50 per board (\$300 for all 6)
		Participants pay	\$150	\$75 per board (\$450 for all 6)
Outside of Liberia	Any	Free or participants pay	\$300	\$150 per board (\$900 for all 6)

### Approval of CPD Courses

Registered CPD providers seeking approval of learning activities should adhere to the following application process. **Note: each learning activity requires its own approval.** This process is applicable for all Category A CPD activities including seminars, workshops, online courses and any other CPD activities as detailed in these guidelines.

Note: there is no fee for course approval. However, CPD providers must have an active (and paid) registration before submitting a course for approval.

1. Complete and submit the application form for CPD courses (see Appendix) to the relevant health professions board(s). The form should outline:
  - a. Course structure and content: participant information, duration and proposed CEUs, learning objectives, session plan(s)
  - b. Facilitator Information: facilitator professional and educational qualifications
  - c. Monitoring and evaluation: completion criteria for participants and program evaluation plan
2. Submit the completed form and any accompanying documents to the health professions board(s) at least one month before the start of the CPD learning activity.
3. The application will be evaluated by the CPD committee based on the standards outlined above. The CPD committee will recommend one of three outcomes:

- a. "Accepted as Approved CPD": The course is approved, CEUs are assigned, and the CPD provider may proceed to deliver the course.
  - b. "Revise and Resubmit": Changes are required before the course is approved. The CPD provider should revise their plan and resubmit the application.
  - c. "Rejected": The course was not approved. The CPD provider may overhaul the course and re-apply.
4. For approved courses, CPD providers must share evaluation materials with the health professions board following the activity. This may include any program evaluation that may inform future delivery of the activity or other CPD activities.

For approved courses, the content and all associated materials will be property of the CPD providers. The health professions boards shall maintain an up-to-date list of approved CPD learning activities (and facilitators).

If a health professions board does not approve the proposed course, the CPD provider shall not use the content for any CPD activities. The provider shall incorporate the feedback given by the board and resubmit the application.

### **Note on Interprofessional Learning Activities**

CPD courses that target multiple professions are highly encouraged. In these cases, the CPD provider must be registered with all relevant health professions boards, and each board must approve the proposed course. Interprofessional course approval may be conducted by the CPD committees, either by independent review or through a joint committee structure.

### **Updating Approved CPD Learning Activities**

CPD providers are encouraged to update CPD learning activities based on the best available evidence, current training priorities, and lessons learned through previous implementation. These updates should be documented and shared with the board(s) before delivering the CPD. The application form is not required for updates.

Similarly, if the facilitators change for new iterations of the CPD activity, the provider must inform the board(s) and share the professional and educational qualifications of the proposed facilitators.

## **Noncompliance and Appeal Process**

CPD providers must comply with the approval process as outlined in these guidelines. Failure to do so will be considered noncompliance. Examples of noncompliance include:

- Providing CPD learning activities with facilitators other than those listed in the approval process
- Using content other than what was approved by the health professions board without updating the board (as described above)
- Delivering CPD courses and awarding CEUs without an active CPD Provider registration



In these cases, the relevant health professions board(s) will issue a letter of noncompliance to the CPD provider. The provider may correct the issue, for example, by re-registering as a CPD provider, implementing the CPD activity as originally approved, or working with the relevant board(s) to update the approved activity. Participants in non-compliant CPD activities should still be awarded CEUs.

The provider may appeal the decision of the board if they are not satisfied with the determination of noncompliance by responding to the letter and including any relevant evidence. The Chairperson of the board shall respond with a final decision within 30 working days.

## Monitoring and Evaluation

The health professions boards shall carry out monitoring and evaluation of CPD activities. While each board may craft a custom monitoring and evaluation plan, these standard indicators should be included by all six boards and should be reported against annually:

- Number of meetings the CPD committee conducted
- Number of registered CPD providers
- Number of approved CPD learning activities (Category A)
- Proportion of health professionals fulfilling the CEU criteria
  - This should be disaggregated at the county level to monitor potential access issues

In addition to routine monitoring, the health professions boards shall evaluate the CPD program every 5 years (with the first evaluation taking place prior to the revision in 5 years). The evaluation should encompass both the CPD processes (including for approval and renewal of licenses) as well as outcomes (including content quantity, quality and access).

For the evaluation, data shall be collected from various activities and institutions. Various data collection methods may be used to evaluate the implementation of CPD, including:

- Analysis of records
- Review meetings with different stakeholders
- Focus group discussions with CPD providers and health professionals
- Supervisory visits

## Review and Revisions

These guidelines shall be reviewed every 5 years.

## Appendix

Contents:

- A. CPD Provider Registration Form
- B. CPD Course Application Form
- C. Preceptor Form
- D. CEU Logbook

## CPD Provider Registration Form

To provide content under Category A and award CEUs to health professionals, CPD providers must have an active registration with each applicable board. To register, complete and submit this form annually, along with the corresponding registration fee.

### Part 1: CPD Provider Information

<b>Name of CPD Provider</b>	
<b>Contact Person</b>	
<b>Job Title of Contact Person</b>	
<b>Phone Number of Contact Person</b>	
<b>Email Address of Contact Person</b>	
<b>Physical Address of Contact Person</b>	
<b>Website</b>	
<b>If outside of Liberia, name of partner organization in Liberia</b>	
<b>In which counties do you plan to provide CPD?</b>	

### Which term best describes your organization?

Place an "X" next to the appropriate category.

<input type="checkbox"/>	Health Association	<input type="checkbox"/>	Training Institution	<input type="checkbox"/>	Government Ministry
<input type="checkbox"/>	Business	<input type="checkbox"/>	International NGO	<input type="checkbox"/>	Community-Based Organization
<input type="checkbox"/>	Health Facility	<input type="checkbox"/>	Other, please describe:		

### Part 2: Registration Election

Place an "X" next to all that apply.

<b>Board</b>	<b>Included Cadres</b>	<b>Tick if Registering</b>
LMDC	GP, Specialist, Paramedic, Dentist	
LBNM	Registered Nurse, Nurse Anesthetist, Ophthalmic Nurse, Nurse Educator, Mental Health Nurse, Nurse-Midwife, Certified Midwife, Registered Midwife	
LPB	Pharmacy Dispensers, Pharmacy Technicians, Pharmacists, GP, Specialist	
LINPAB	Physician Assistant	
BALMLT	Laboratory Assistant, Laboratory Technicians, Laboratory Technologists/Scientists, Laboratory Specialists	
LEHB	Public Health Technicians, Environmental Health Technicians	

### Part 3: Appendix

Please submit the following along with your CPD Provider Registration Form:

- [Required] Business registration or equivalent documentation (e.g. Council of Higher Education accreditation, MOH Sectoral Clearance, articles of incorporation, etc.). For organizations outside of Liberia, include documentation for both the CPD provider and partner organization in Liberia.
- [Optional] Training plan, including course topics and description of target audience
- [Optional] For registration renewals, reports or evaluations from previously-delivered CPD courses

### Part 4: Decision (to be completed by relevant board or boards)

<b>Reviewer Name</b>	
<b>Date Reviewed</b>	

#### Recommendation

Place an "X" next to the decision.

<b>Accepted</b>	
<b>Rejected</b>	

**If accepted, CPD Provider number:**

**If rejected, provide justification:**

## CPD Course Application Form

CPD providers must complete and submit this form for a course to be approved as Category A (accredited CPD course) content and assigned Continuing Education Units (CEUs) that count towards licensure requirements. Before completing this form, ensure that your organization is registered as a CPD provider.

### Part 1: CPD Provider Information

<b>Name of CPD Provider</b>	
<b>Contact Person</b>	
<b>Job Title of Contact Person</b>	
<b>Phone Number of Contact Person</b>	
<b>Email Address of Contact Person</b>	
<b>Physical Address of Contact Person</b>	
<b>Website</b>	
<b>Current CPD Provider Registration Expiration Date</b>	

### Facilitators

For each Facilitator, complete the below table (~1 sentence per cell) and attach their CV.

<b>Name</b>	<b>Educational Qualifications</b>	<b>Professional Experience</b>	<b>Current Position &amp; Employer</b>	<b>Any other experience related to the topic?</b>

Reminder: any changes to the facilitators must be communicated to the approving board.

### Part 2: CPD Structure and Content

#### Course Title

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## Target Participants

Place an "X" next to all cadres that comprise the intended audience for the course. CPD courses targeting multiple cadres should be submitted to all relevant health professions board for approval. See the CPD guidelines for additional details.

<b>Physicians and Allied Health Professionals</b>	<b>GP</b>	
	<b>Specialist</b>	
	<b>Paramedic</b>	
	<b>Dentist</b>	
<b>Nurses and Midwives</b>	<b>Registered Nurse</b>	
	<b>Nurse Anesthetist</b>	
	<b>Ophthalmic Nurse</b>	
	<b>Nurse Educator</b>	
	<b>Mental Health Nurse</b>	
	<b>Nurse-Midwife</b>	
	<b>Certified Midwife</b>	
<b>Pharmacists</b>	<b>Registered Midwife</b>	
	<b>Pharmacy Dispensers</b>	
	<b>Pharmacy Technicians</b>	
	<b>Pharmacists</b>	
	<b>GP</b>	
<b>Physician Assistant</b>	<b>Specialist</b>	
	<b>Physician Assistant</b>	
<b>Laboratory Professionals</b>	<b>Laboratory Assistant</b>	
	<b>Laboratory Technicians</b>	
	<b>Laboratory Technologists/Scientists</b>	
	<b>Laboratory Specialists</b>	
<b>Environmental Health Professionals</b>	<b>Public Health Technicians</b>	
	<b>Environmental Health Technicians</b>	

## Participant Selection

Describe how participants will sign-up or be selected. For CPD courses targeting specific individuals, explain how those individuals are prioritized.

## Course Duration

How long is the course? If occurring over multiple days or months, describe how the hours will be divided up.

## Proposed CEUs for Course

1 hour = 0.1 CEUs

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## Course Format

Place an "X" next to the proposed course format. If hybrid, provide additional details of the breakdown.

<b>In-person training</b>	
<b>Online</b>	
<b>Hybrid (explain)</b>	

## Course Background

In 1-3 sentences, describe the need for this course. What health challenge is being addressed? What best practices will be taught? What evidence informs the proposed content?

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## Learning Objectives

By the end of the proposed CPD course, participants will be able to. . .

<ul style="list-style-type: none"><li>• 1</li><li>• 2</li><li>• 3</li></ul>
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## Session Plan

For CPD courses that are more than 4 hours long, a session plan is required. You may add additional rows to the template below if needed.

Session Topic	Facilitator	Duration	Session Objectives	Learning Activities

### Part 3: Monitoring and Evaluation

#### Completion Criteria

What requirements must participants fulfill to successfully complete the course? This may include some combination of attendance, completion of assignments, and achievement of a certain score on assessments (e.g. post-test, skills observation such as an OSCE).

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#### Course Evaluation

Describe how the course will be evaluated to inform ongoing improvement in CPD content and delivery. This may include post-course surveys by participants, an after-action review, etc.

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Thank you for proposing this CPD course! Please submit this completed form to the relevant health professions board(s).

### Part 4: Decision (to be completed by relevant board or boards)

Reviewer Name	
Date Reviewed	

#### Recommendation

Place an "X" next to the decision.

Accepted as Accredited CPD	
Revise and Resubmit	
Rejected	

#### CEUs Awarded

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#### Comments

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## Preceptor Form

For every 90 hours of preceptorship completed, 1 CEU will be awarded.

### To be completed by the preceptor:

<b>Name of Preceptor (receiving CPD credit):</b>	
<b>Start Date of Preceptorship</b>	
<b>End Date of Preceptorship</b>	
<b>Training Institution</b>	

### List of Students Supervised:

<b>First Name</b>	<b>Last Name</b>	<b>ID Number</b>

### To be completed by the supervisor:

<b>Supervisor Name</b>	
<b>Supervisor Title</b>	
<b>Supervisor Phone Number</b>	
<b>Supervisor Email</b>	

I affirm that the above preceptor provided a minimum of 90 hours of formal, direct clinical supervision to the students listed above.

Signature \_\_\_\_\_



## Continuing Education Unit (CEU) Logbook

<b>First Name</b>				<b>Last Name</b>		
<b>License Number</b>						
<b>Date</b>	<b>Category</b> <small>(see below)</small>	<b>Learning Activity Title</b>	<b>CEUs Attained</b>	<b>CPD Provider</b>	<b>Signature</b>	

*Categories: A (accredited CPD course – CEUs based on hours), B (not accredited - CEUs based on hours / scientific conferences), C1 (case study discussion, clinical meeting including Grand Rounds, journal club meeting, etc. – 0.1 CEU each), C2 (journal club presentation, professional meeting outside of work, clinical audits, etc. – 0.2 CEUs), C3 (presenting at scientific meeting, participating in development of policies, protocols and guidelines, etc. – 0.3 CEUs), C4 (0.4 CEUs), C5 (publishing a paper or book chapter as co-author, leading development of policies, protocols and guidelines, etc. – 0.5 CEUs), C6 (conducting research as principal investigator, conducting project as principal coordinator, 90 hour of preceptorship, etc. – 1 CEU).*