

**CONTINUING PROFESSIONAL DEVELOPMENT (CPD)
STANDARD OPERATING PROCEDURES (SOPs)
July 2024**

A. SOPs for CPD provider while applying for registration

The CPD provider shall:

1. Fully fill the Uganda Veterinary Board (UVB) application form specific for registration
2. Submit to UVB Registrar the filled application form at least six (06) months prior or latest three (03) months to the activity/program commencement date
3. Provide any other information as may be requested by the Registrar

B. SOPs for CPD provider while applying for accreditation of activity/program

The CPD provider shall:

1. Fully fill the UVB application form specific for accreditation of activity/program
2. Submit to UVB Registrar the filled application form at least six (06) months prior or latest three (03) months to the activity/program commencement date
3. Provide all the required information/attachments within the period specified in 2 above
4. Mobilise and provide evidence of having the most appropriate human, technological and material resources necessary for successful delivery of the CPD activity/program
5. Liaise with UVB Registrar to target the trainers and trainees who are dully registered and are up to date with the retention on the UVB register
6. Prepare and submit activity/program report to UVB within one month after completion of the activity/program.
7. Maintain a record of the CPDs provided and their respective participants.

C. SOPs for delivery of a CPD activity/program

1. CPD provider to advertise widely for trainees.
2. Take up veterinary surgeons and veterinary paraprofessionals who are up to date with their registration with UVB.
3. Mobilise the most appropriate human, technological and material resources necessary for delivery of the CPD.
4. Only engage mentors who have attained at least 60% of the total credit points (CPs) for their mentorship training module where applicable.
5. Facilitate the UVB representative to participate in the CPD activity/program.
6. Make a report in the UVB format and submit within one month after completion of the CPD activity/program.

D. SOPs for the Veterinary Practitioner participating in a CPD activity/program

A veterinary practitioner shall:

1. Ensure that the CPD activity/programme they choose to participate in, is registered by UVB.
2. Take note of the UVB registration number of the CPD
3. Keep an up-to-date written record of his/her CPs attained from participating in each activity/program and what is accumulated in a calendar year
4. Achieve the UVB allowable minimum credit points (CPs) before renewal of license for the following calendar year
5. Submit annually the CPs record in (3) above and apply to UVB for retention of their name on the Register of veterinary practitioners