

## CPD dispute application form

Please use this form to make an application where you believe that our CPD records are not accurate. Refer to your MyCPD account for what requirements you did not meet in the 2022-2024 CPD cycle.

<b>Name (as shown on GOC register)</b>	
<b>GOC registration number</b>	
<b>Contact telephone number</b>	
<b>Contact email address</b>	
<b>Date of application</b>	

Please complete a separate entry for each outstanding CPD requirement. Please provide the C-reference of any CPD you would like to be taken into consideration and evidence as listed further below \*

<b>Outstanding CPD requirement as indicated on your MyCPD record</b>	<b>Have you completed CPD that meets this requirement within the 2022-2024 cycle? Please answer yes or no and explain why this is not accurately reflected in your MyCPD records (e.g. you uploaded specialty points as general).</b>	<b>How should your existing record be amended to meet this requirement?</b> e.g. you wish to change acceptance of general points to specialty points or upload additional CPD points	<b>What evidence are you providing to support any changes to your record?</b> e.g. a certificate issued to you by a CPD provider to confirm attendance, or evidence of self-directed CPD not already included in your MyCPD records. Please note the C reference and attach a screenshot of the CPD you are questioning). Please see evidence requirements further below *


**Evidence requirements**

If the event was provided by a listed CPD provider, you will need to provide a copy of the statement that was provided to you which will include the following information:

- The listed provider’s name
- The number of CPD points for the event
- The type of points, ie general CPD points or specialist CPD points
- Each of the domains to which the approved event related
- Whether it was an interactive event
- Whether it was a peer review event
- The reference number of the approved event

If the event was provided by a person other than a listed CPD provider, you will need to provide the following evidence to confirm attendance of the event:

- The name of the person or organisation who provided the event
- A statement of the number and type of CPD points applicable
- Each of the domains to which the event related
- Whether it was an interactive event
- Whether it was a peer review event

**If there are more areas that you believe require amending, please add additional rows to the form.**

**Declaration**

I confirm that the circumstances described, and the supporting documentary evidence are genuine. I understand that if I am found to have given a false statement or misleading information, I will be in breach of the GOC's standards.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*If you are returning this form by email, you can either paste in an electronic signature or write in 'returned via email'. You must send it from an email address that you have previously provided to our registration department as your contact address.

Please send this application by attaching a completed copy to an email to [cpd@optical.org](mailto:cpd@optical.org), or by post to 10 Old Bailey, London EC4M 7NG. If you require assistance in completing this form or reasonable adjustments in making your application, please access your CPD record on MYCPD.

The GOC will respond by email to the address you provide at the top of this form.

The GOC is a data controller registered with the Information Commissioner's Office. We make use of personal data to support our work as the regulator for the optical professions in the UK. We may process your personal data for purposes including updating the register, administering and maintaining registration, processing complaints and compiling statistics, in line with the Data Protection Act 2018 and other applicable data legislation.

The legal requirements are contained in the Opticians Act 1989 and the GOC Continuing Professional Development Rules 2021 hereinafter known as "the Act" and "the CPD Rules" respectively. The Act and the CPD Rules can be found on our website at <https://optical.org/en/about-us/how-we-work/rules-and-regulations/>