



OT OFFICE  
PO Box 11695  
Hatfield 0028  
Pretoria, RSA  
NPO 001 – 035  
VAT no. 4800225098

TEL: 012 362 5457  
FAX: 086 651 5438  
Email: [otoffice@uitweb.co.za](mailto:otoffice@uitweb.co.za)  
[www.otasa.org.za](http://www.otasa.org.za)

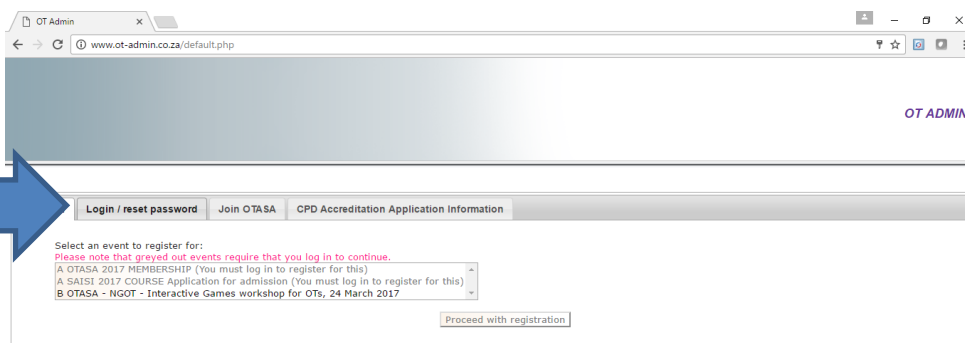
Dear

Thank you for your email, noted. Below steps on how to register as a service provider. Please note that once you have requested to become a service provider, you need to sms/what's up me on 0826392585, in order to activate your status.

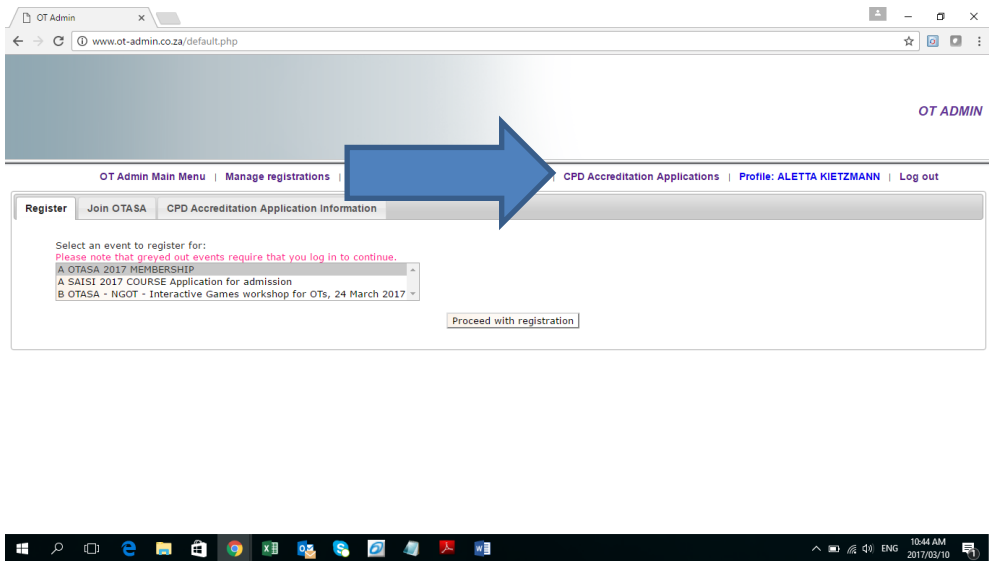
Online cpd – [www.otadmin.co.za](http://www.otadmin.co.za)

You will first need to register on [www.otadmin.co.za](http://www.otadmin.co.za) with your cell phone number. Once this is done login again and request to become a service provider (this will take about two / three days to be approved) ***(Please text me on 0826392585 once you have submitted your request online and the cell number you used)*** Once your profile has been activated follow the steps below.

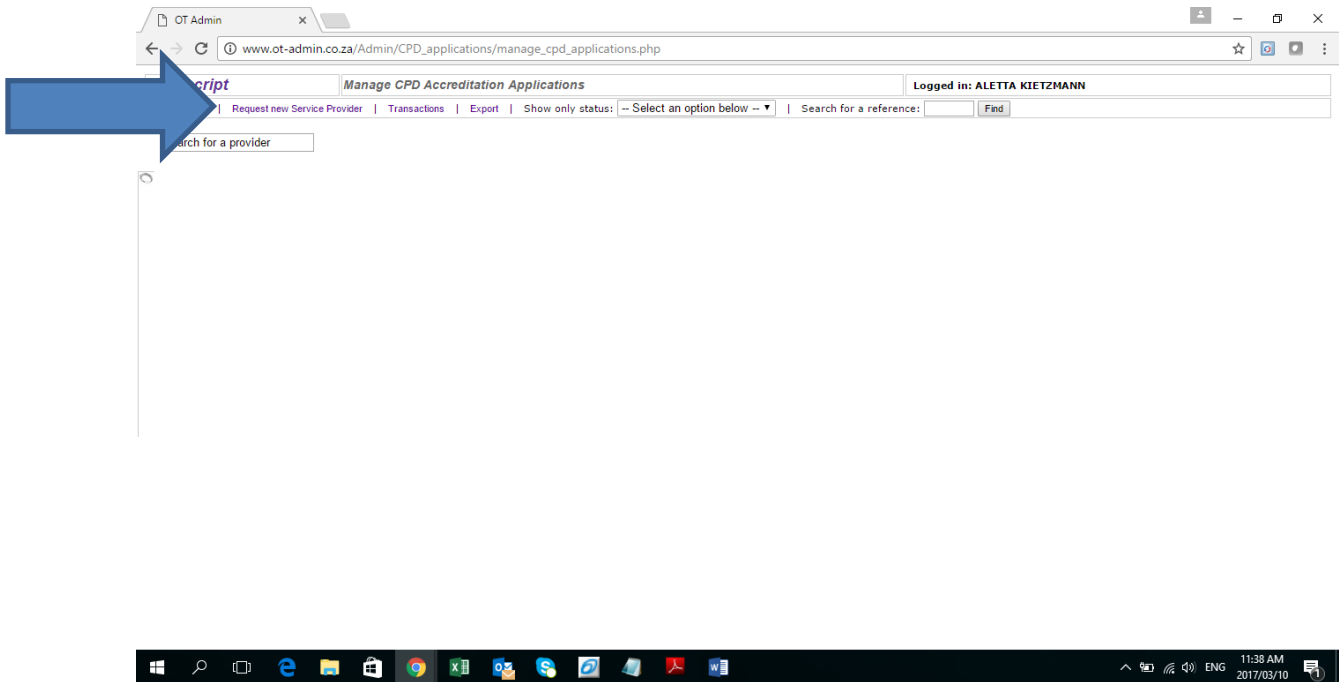
Login / or re-set password



## Click on 'CPD Accreditation Application'

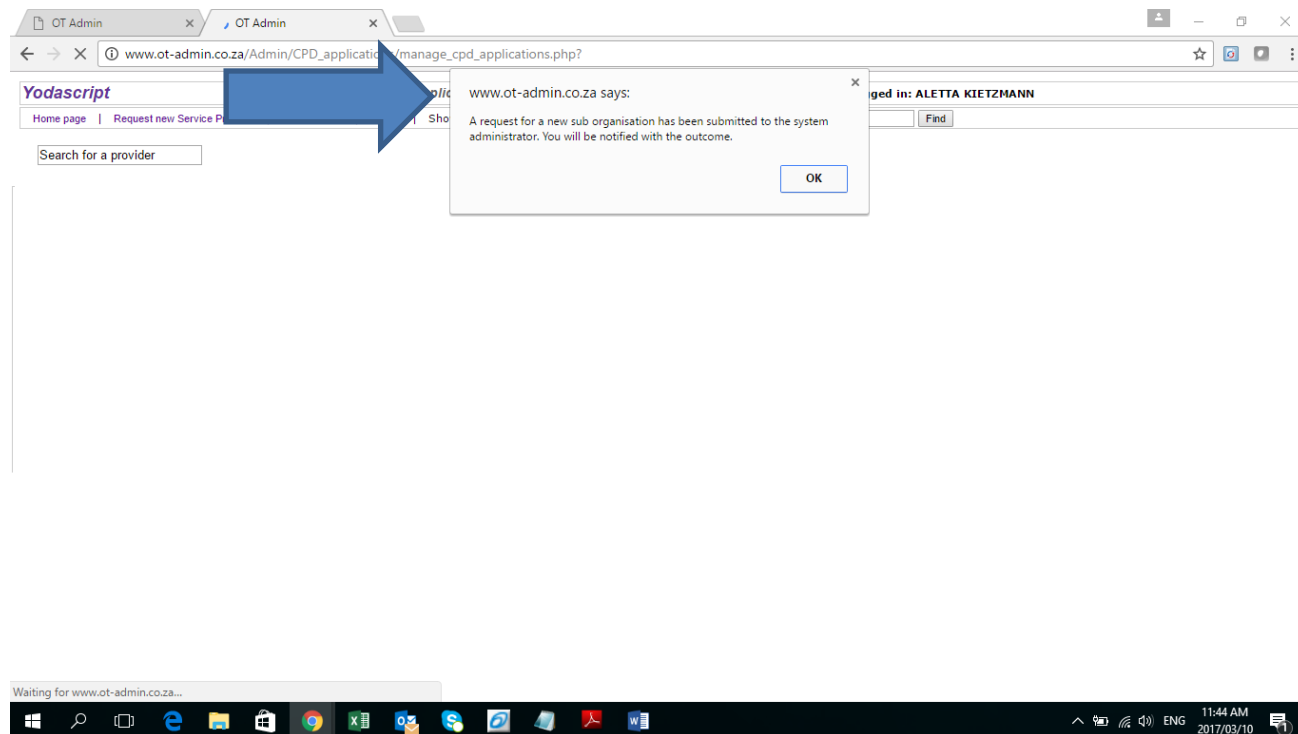


## Now click on 'Request'



Once you have entered the service provider name, the following screen will appear .

You now need to send an sms or what's up to 0826392585 requesting your status to be activated or you can wait until it has been approved (which can take upto 3 days to be approved)



### **7 Easy steps to submit your CPD application:**

1. Log onto [www.otadmin.co.za](http://www.otadmin.co.za) and log in  
**(your profile will only be activated within 2-4 working days – then only will you be able to submit your first CPD application. If you have not received confirmation of your activation please sms ‘confirm cpd activation’ to 0826392585)**
2. Once logged in – click on **CPD Accreditation Application**(this will take you to your submission page)
3. Now click on **Start a new CPD application** and infill in information requested
  - Remember to attach your detailed programme (detailed programme must include: topic/s, date, time/s and presenter details)
  - Remember – there are drop down boxes when filling in the CEU that you are applying for, for attendees/presenters/and other – once you have completed the line i.e. for attendees click on **Add CEUs** (which will be saved) and proceed to the presenter etc. in the same manner
  - Remember, Ethical points **must** to be motivated

4. Once you are done click on **Save this activity** (a box should appear stating - activity has been saved)
5. You will now be taken back to **Start a new cpd application** – which will reflect the application as saved. If you are satisfied with your saved application click on **Submit application**, if you still need to edit application click on **Edit application** or if you want to dispose of the application click on **Delete application**
6. You will now receive an sms/email confirming that your CPD application has been submitted and the registration fee due. Once payment has been received by the office, your submission will be released to be reviewed
7. Once it has been reviewed and finalized by the OTASA CPD Accreditation committee will you then receive an sms/email to confirm that it has be finalized and if there are other fees due for payment

### **Fee Structure**

- Registration fee – R385 per application
- Once accredited - R200 per point
- Small groups / interest group / journal groups etc once off registration fee R400 (complete program for a year)(submitted as one application not separately)

### **How to upload a file on OTAdmin**

- **Please note the following:**
- According to the HPCSA CPD guidelines, a record of attendance register/s and evaluation/s forms must be submitted to the accrediting body. These records will be kept by the accrediting body (OTASA) for 3 years in the event that OTASA is audited by the HPCSA.
- Please note that attendance registers and evaluation forms must be uploaded one (1) month after the workshop/course/congress/small group etc. If records are not uploaded within time given the points accredited will not be valid.
- In order to upload your records for a relevant approved CPD application, please follow the following steps:
- 1. Log into [www.otadmin.co.za](http://www.otadmin.co.za)
- 2. Click on: CPD Accreditation Applications
- 3. Under your profile, click on the closed cpd application + sign (which will show you your application front page details)
- 4. Once you have clicked on the relevant approved cpd application, on the right hand side of the page you will find: Files - now click on it. Once opened, it will show you a screen with heading 'Upload a new file'
- 5. Click on 'choose file' and select the document you want to upload (please note that you can only upload 1 document at a time)
- 6. Add a description for your file being uploaded
- 7. Click on 'Start uploading'
- 8. Once it has been saved you will get a message stating 'File upload result: Success' - click on ok.
- If your attendance register and evaluation forms is not loaded one (1) week after the course/workshop/small group, further CPD applications will not be processed (as per HPCSA guidelines)

### HPCSA guidelines (point 1.3.3) requirements

- An Accredited Service Provider/Service provider shall publicise the proposed activity together with its CEUs.
- The activity will take place as advertised.
  
- An Accredited Service Provider/Service Provider shall keep a record that reflects attendance at the entire event / completion of activity and should retain these **for a period of three years after the activity** as these may be required in a compliance audit. Following the CPD activity an Accredited Service Provider/Service Provider shall issue to all health professionals who attended the activity, an attendance certificate containing:
  - the accreditation and activity number (a board specific identification) (eg. MDB001/12/09/2008);
  - the topic of the activity (ethics, human rights and medical law must be specified separately);
  - the level of the activity;
  - the number of CEUs for that activity;
  - the attendance/completion date; and
  - the name and HPCSA registration number of the attendee.
  
- **An Accredited Service Provider/Service Provider shall provide the certificates to attendees on completion of the activity/event or a series of events.** If these are not available on the 10 day/on completion of the activity or event the certificate/s should be sent to attendees **within one month**. (Note: In those instances where a health professional completes a structured learning programme for degree or certification purposes, the health professional may be constrained by the administrative processes of the provider institution with respect to a delay between the completion and the formal recognition of the programme of study. The CPD Section will take this into consideration if the health professional is selected in a compliance audit).

***Please note the following suggestions***

**General applying for MCQ's**

- All MCQs work on a sliding scale i.e. 1-20 questions will received 1 CEU, 1-40 questions will received 2 CEUs
- MCQs should consist of at least 1-20 questions per article (only 10% is allowed to be true/false)
- Before accreditation application is submitted, MCQs should also be submitted with accreditation application under files
- A 70% pass rate is required on all MCQs

**MCQ's for journal groups**

- As per HPCSA CPD guidelines, this activity should have an outcome which is measured by completing MCQs
- MCQs should consist of at least 1-20 questions per article (only 10% is allowed to be true/false)
- Before accreditation application is submitted, MCQs should also be submitted with accreditation application, under 'files'
- A 70% pass rate is required on all MCQs
- Journal articles should be from a reputable journal
- Journals should be well referenced, the following information should be noted on your program – name of journal, details of article, author details and year of publications
- If this journal article has already been accredited for MCQs it will not be accredited again in the same year

**When applying for ethical / human rights points**

- A clear motivation should be added, if not, no CEUs will be allocated for ethical/human right points applied for
- Ethics/human rights should be marked on your program submitted, if not it will not be considered