

CROSS CREDIT INFORMATION GUIDE

All of the following requested information must be sent to the **ADONZ** where it will be processed.

You should enclose **five** copies of each article/lecture, along with supporting documents in your dossier, as listed below. They should be together in a folder with your payment, one completed payment form and one application cover page.

Your dossier will be distributed to the members of the O&DO Board DO CPD Accreditation Committee, and they will look at all applications on a case by case basis. CPD credits will be allocated accordingly.

Once the committee has finalised the CPD credits for the applications, notification is sent to the ADONZ. Your credits are then entered into the recording system. You will receive email confirmation of your credits from the ADONZ. This process will take up to 60 days and it is important that you send your completed dossiers to the ADONZ no later than **1 September** of the second year of the CPD cycle (ie 1 September 2013, 2015 etc). Any applications received after that date will not be accepted. You may only submit one dossier per 2 year CPD cycle.

REMEMBER: *You need sufficient information to enable content of the presentation to be assessed and to prove the length of the presentation.*

SEND THE FOLLOWING TO ADONZ

Complete ONE copy of the following forms and attach to the outside of your dossier	
Number Required	Document required
1	O&DO Board Payment Form (available from Board website) with payment
1	Application cover page

Complete FIVE copies of each of these listed ie five copies of each individual application being added to your dossier (each member of the DO CPD Accreditation Committee requires a copy).	
Number required	Document required
5	Event Forms for each article/lecture that you are applying for (attach to your article/lecture etc)
5	Handouts given during the presentation (if you attended a lecture)
5	Copies of the article or DVD (if applicable)
5	Receipt of any payment made
5	Notice of approval by original accreditation board
5	Proof of completion of CPD eg confirmation email / certificate of completion etc

CONTACT DETAILS FOR ADONZ

POST: ADONZ PO Box 137 Morrinsville 3340	COURIER: ADONZ Attention Hayley C/- Visique Morrinsville 47 Moorhouse Street Morrinsville	OFFICE CONTACT: <i>For all enquiries, please contact the ADONZ administrator</i> Administrator: Hayley Bendall Phone / Fax: 07 824 1044 Email: info@adonz.co.nz Website: www.adonz.co.nz
--	---	---