

**CONTINUING PROFESSIONAL DEVELOPMENT ALLOWANCE**

(See notes for completion overleaf)

**PART 1 - PARTICULARS OF DENTIST** (Please complete this section in BLOCK CAPITALS)

Surname \_\_\_\_\_ Mr  Mrs  Miss  Dr  Other

Other Names ( in full ) \_\_\_\_\_ DS No.  GDC No

Practice Address \_\_\_\_\_ Home Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_

Are you claiming on behalf of an Assistant? YES  NO

If yes Assistant's Name \_\_\_\_\_ GDC No.

**PART 2 - DETAILS OF COURSES**

	Venue / On-line Provider	Title of Course	Date of Course	Course Organiser	No of Hours
1					
2					
3					
4					
5					
6					

**PART 3 – CLAIM**

The total percentage of my/my Assistant's\* gross dental earnings attributable to work in the General Dental

Services during the last complete financial year was :- \_\_\_\_\_ %

No. of sessions claimed = \_\_\_\_\_ Total = £ \_\_\_\_\_

Percentage Abatement\*\* = £ \_\_\_\_\_

**CPDA claimed** = £ \_\_\_\_\_

\* Delete as necessary.

\*\* See Note 2

#### PART 4 – DECLARATION

I declare that the information I have provided on this form is correct and complete and I understand that if it is not action may be taken against me.

Signature :- \_\_\_\_\_ Date :- \_\_\_\_\_

---

#### For BSO use only.

Date received :- \_\_\_\_\_

Entered into system by :- \_\_\_\_\_ Date :- \_\_\_\_\_

Verified By :- \_\_\_\_\_ Date :- \_\_\_\_\_

#### NOTES FOR COMPLETION OF CLAIM FORM CPDA

##### 1. Time limit for submission of Claim:-

A single annual claim for all CPD Allowance payable within each financial year should be made to the BSO along with the Form DA1 and submitted no later than 30 June each year. Refer to Determination VII of the Statement of Dental Remuneration for further details.

##### 2. Continuing Professional Development Allowance:-

The allowances payable for attendance at approved continuing professional development courses are shown in Determination VII paragraph 4(3) of the Statement of Dental Remuneration. **The amount claimed and abatement, if any, should be entered at Part 3 of the claim form.** An allowance is not payable for a course that is less than 1 hour. A maximum of 6 approved sessions of more than 2 hours and up to 3 ½ hours, or equivalent, are payable in any financial year. Up to 3 on-line approved continuing professional development courses may be claimed in any financial year.

##### 3. Completion of CPDA Claim form:-

**Please make sure that ALL parts of the claim form are complete, failure to do so will mean the form being returned for completion resulting in a delay in the payment process.** The completed claim form should be returned to the Business Services Organisation.

##### 4. Assistants/ Dental Foundation Trainees claiming CPDA:-

Assistants, or Dental Foundation Trainees should insure that their Principal completes the CPDA claim form on their behalf.