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*General Guidelines*

## **MACP Levels 2 & 3 Education & CPD Awards**

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### **Background information**

The MACP Education committee aims to support the development and continuation of education of its members in the field of neuromusculoskeletal physiotherapy.

### **2. Criteria for applications**

- 2.1. Applicants must be full members of the MACP.
- 2.2. Applications will be considered for the following:
  - 2.2.1. Courses
  - 2.2.2. Travel and accommodation to support access to conferences or courses.
  - 2.2.3. Support for further mentoring.
  - 2.2.4. Developing or undertaking CPD activities.
- 2.3. Applications will not be considered for the following:
  - 2.3.1. Funding for undergraduate education programmes.
  - 2.3.2. Requests solely to fund travel or accommodation expenses.
  - 2.3.3. Purchase of computer hardware for personal use.
- 2.4. Completion of a 1000-word (level 2) or 1500-word (level 3) supporting statement.

### **3. Judgement of applications**

- 3.1 Applications will be judged by the CEPD committee.
- 3.2 Judgement will normally be conveyed in writing to the applicant within 6 weeks of the submission deadline.
- 3.3 The decision of the CEPD committee will be final and no correspondence with the applicant will be entered into.
- 3.4 The results will be announced at the MACPAGM, where the successful applicant (or a nominated representative) will be presented with the award.

### **4. Conditions of the Award**

- 4.1 Any publications/presentations that relate to work supported by the award should acknowledge the contribution of the MACP.

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- 4.2. The successful applicant will be required to produce a 1000-word (level 2) or 1500-word (level 3) report, which will be uploaded to the MACP website, within 3 months of the end of the Study period.
- 4.3 In addition, the candidate will be expected to produce the following outputs:
  - Level 2: A presentation and/or podcast<sup>1</sup> to MACP members.
  - Level 3: A presentation and/or podcast, OR abstract/poster/publication, AND provide evidence of mentorship (within a 12-month period) for other members wishing to apply for this award.
- 4.4. Any applicant not meeting this requirement will normally be required to reimburse the MACP for the full amount of the award.

We encourage all members to promote the MACP when undertaking their CPD activity through twitter ([@PhysioMACP](https://twitter.com/PhysioMACP)), facebook or an email to the MACP communication team [communications@macpweb.org](mailto:communications@macpweb.org)

## 5. Application procedure

- 5.1 The applicant must complete the MACP Education & CPD Levels 2 & 3 Awards application form
- 5.2. A CV (not exceeding one side of A4) must be submitted with the application form.
- 5.3. Within the breakdown of costs, please note that travel and accommodation expenses should be kept to a minimum (for example, second-class rail, standard mileage, and budget accommodation).
- 5.4 Applications must be submitted electronically to the chair of the CEPD committee at: [admin@macpweb.org](mailto:admin@macpweb.org)

## 6. Payment of monies

- 6.1 Monies will only be paid once confirmation of acceptance or attendance at the conference/ meeting has been received.

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<sup>1</sup>Please contact the social media team if you require support with podcasts.  
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