



# Repeat Offering Notification Form — Use for Each Country/Date

## CCFP Repeat Offering Notification — Standardized Workshop

Master Activity ID (from CCFP): CCFP-20 \_\_\_\_ - \_\_\_\_

Master Title:

Provider:

### This offering

- Country: \_\_\_\_\_
- City/Venue(s): \_\_\_\_\_
- Dates: \_\_\_\_\_ to \_\_\_\_\_
- Delivery mode:  Face-to-face with 1-hr synchronous online MI  Other (explain): \_\_\_\_\_
- Local coordinator (name/role): \_\_\_\_\_ Phone/Email: \_\_\_\_\_

Faculty for this offering (list only deviations from master roster; include COI forms for any additions) Below can be attached in a separate file

Name	Role/Topic	Credential &	Affiliation	Country	CIO Attached

### Agenda confirmation

- Using master agenda without material change?  Yes  No  
If No, describe change(s) (content/objectives unchanged): \_\_\_\_\_

### Day 3 creditable time declaration

- Supervised field activity minutes: \_\_\_\_\_
- Structured debrief minutes: \_\_\_\_\_
- **Planned Day-3 credits:** (minutes ÷ 60), rounded to nearest 0.25 = \_\_\_\_\_

### Attendance & evaluation logistics

- Paper/e-register prepared
- Online session attendance report to be downloaded
- Post-activity evaluation to be administered

### Certificates

- Certificate template aligned to master approval & local dates/venue

### Country-specific approvals

- Additional local accreditation required?  Yes  No  
If Yes, authority: \_\_\_\_\_ Status:  Filed  Approved  Pending

Authorized Signatory (Provider) \_\_\_\_\_ Date \_\_\_\_\_