IUHPE Health Promotion Accreditation System

Re-registration – Frequently Asked Questions:

Where do I find my registration number?
You can find it in your certificate or in the Accreditation Global System Register.

How do I know I am logging in with the same information as my previous application?
Once you have entered your username and password, click on the “Accreditation list” button in the Accreditation menu to your right. You should see the information on your previous registration here (including your certificate).

My accreditation list is empty. What should I do?
You are not logged in with the same profile you used in the previous application. Please contact us at accreditation@iuhpe.org with your name and email address that you may have used to create your profile in the IUHPE platform.

What should I write in “Name of the course”?
In this case, a “course” is a full programme of study, like a Bachelor or a Master’s in Health Promotion.

What are Continuing Professional Development activities?
They are study/experiences designed to upgrade the knowledge and skills of practitioners after initial training or registration. You will find a list of examples in the IUHPE Health Promotion Accreditation System Handbook and in the IUHPE webpage on re-registration.

Do I need to upload any proof of Continuing Professional Development?
Not at present. However, such evidence of completion of CPD activities may be requested at any time for quality control purposes. Ensure that you have collected and retained all relevant documents (awards, certificates of attendance, etc.).

How much detail on the CPD activities do I need to include?
You must include the number of hours spent on each activity (or a reasonable estimate) and a very brief description of the activity, noting competencies covered and identifying the provider (e.g. organization that delivered the training or organized the activity). You must only include activities in the preceding three-year period. Please refer to this illustrative example [link] of a re-registration form.

For some activities, instead of filling out the form, can I upload my training certificates and publications?
No, as you must provide details on these activities (as per question above). Supporting documents (awards, certificates of attendance, etc.) can be uploaded, but they are not mandatory, and they WILL NOT be used to compensate missing information on the re-registration form.
Can I upload my CV with all the CPD activities I participated in?
The re-registration form is the only document that is taken into consideration by the Assessment Committee. You can upload your CV as a supporting document, but it WILL NOT be used to compensate missing information on the re-registration form.

I have submitted my application, but I have not paid my administrative fee. Is my application being assessed?
No. Assessment will ONLY begin once the administrative fee is paid and you have received a message with confirmation of payment. If you do not receive a response within 24 hours after payment, please contact accreditation@iuhpe.org.

I have received submitted my application and paid the administrative fee, but I have not received a confirmation email. What should I do?
After payment, you should receive an automatic response confirming that your application for re-registration has been received and will be submitted to the Assessment Committee. If you do not receive a response within 24 hours, please contact accreditation@iuhpe.org to confirm payment has been received and your application is under assessment.

I applied for re-registration and then became an IUHPE member/ renewed my membership? Can I have a refund for the fee difference?
No. Please note that discounts on administration and registration fees are ONLY available to current IUHPE members. In order to benefit from the discount, you MUST become an IUHPE member or renew your membership as a first step: https://www.iuhpe.org/index.php/en/membership.

Membership comes with other advantages and helps us strengthen health promotion efforts worldwide.