**PROCESS FOR PROVIDING PAPERWORK FOR FUNDING APPROVED CPD (LBR) COURSES**

1. You should complete the course providers’ booking/application process for your specified course which has been approved funding.
2. Applications:-

* Paper - Complete paper format form and send to course provider and also send a copy by either scanning and emailing to [bchnt.lbr@nhs.net](mailto:bchnt.lbr@nhs.net) or posting FAO of Janice Tooth, Professional Development Coordinator, Education and Development, MHH (please email [bchnt.lbr@nhs.net](mailto:bchnt.lbr@nhs.net) if posting to advise this has been sent).
* Online – Complete online application/booking and if possible save a copy and email to [bchnt.lbr@nhs.net](mailto:bchnt.lbr@nhs.net) . If you are unable to save a copy please send all details of the company providing the training, the training course name and link to supplier website to the above email address.
* If a Purchase Order (PO) has been requested then please send an email to [bchnt.lbr@nhs.net](mailto:bchnt.lbr@nhs.net) along with a copy of the booking form /full details of company supplying training and course details/or link to the website. A purchase order can then be raised and provided to complete the application form and submit.

1. Confirmations of course booked.

* Any correspondence you receive back regarding your course booking i.e. confirmation of place, offer of place, further information required, cancellation of course, change of date, change of cost please forward to [bchnt.lbr@nhs.net](mailto:bchnt.lbr@nhs.net)

Should you have any queries please email [bchnt.lbr@nhs.net](mailto:bchnt.lbr@nhs.net)

Failure to provide all the required details may result in you being invoiced directly.