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| **Application for the endorsement of education programs, courses, events and other presentations for allocation of CPD Points.** |
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# Registration details

## Provider Contact Details:

Organisation Name

Organisation Type

(eg. Pharmaceutical company, hospital, not for profit etc)

Contact Person

Position

Phone

Email

Postal Address

## Fees:

**Assessment fee**

NFP $110/h + GST Commercial $180/h + GST

**Final Endorsement** (Minimum charge = ½ day workshop/program)

NFP $600/day + GST Commercial $1,000/day + GST

(Minimum $300 + GST) (Minimum $500 + GST)

**Per day rate based on:**

Minimum charge = ½ day workshop/program

Per year re-assessment/endorsement

NFP pricing is based on a 40% discount

Re-endorsement is charged as per above

All assessment pricing is based around either:

* ½ day workshop/program (approximate assessment fee 2 hours)
* 1 day workshop/program (approximate assessment fee 4 hours)
* 2 day workshop/program (approximate assessment fee 6 hours)
* 3 day workshop/program (approximate assessment fee 8 hours)

**Note:**

All approximate prices are reliant on all evidence/information is provided with initial application

## Information for Applicants:

1. Applications must be submitted a minimum of 2 months prior to intended implementation and advertising of the course. ADEA cannot guarantee the full endorsement process will have been completed if less time is allowed.
2. Applications not submitted on the relevant application forms will be returned to an applicant prior to any action being reviewed.
3. Incomplete applications will only be returned to an applicant once for completion. After this the applicant must re-submit the program for review (not including minor changes; for example: cosmetic, typos). The pre-assessment initial overview stage may involve several communications.
4. Assessment applications should be submitted by email to education@adea.com.au, unless prior arrangements have been made with ADEA.
5. This application applies to short courses, workshops, seminars and on-line learning programs only.
6. Applications will be assessed by two (2) independent members of the ADEA Endorsement Committee.
7. The assessment fee and endorsement fee will be invoiced once application has been assessed. Assessment outcome and or certification will not be notified/provided/confirmed until all payments are received.
8. Following the assessment process and payment received, you will be notified as to how many CPD points participants may claim for completion of this program and this information may be used as part of your promotion for this program.
9. CPD points are valid for a period of 1 year for short courses and 1 year for repeated activities such as workshops and seminars.
10. CPD points are not valid if the content or organisational aspects require significant change, or are changed by more than 10%.
11. CPD points assessed are only valid if the information provided to ADEA in this application, or following relevant requests by ADEA for further information, is valid.
12. If applying for re-endorsement the same process applies, with the requirement of an additional document being provided with the application outlining what changes have been made to the original material etc since last application. With this information, assessment time (cost to applicant) will be less than that required for the initial assessment.

# Event Details:

Title of Event:

Type of Event:

Course Yes [ ]  No [ ]

Workshop Yes [ ]  No [ ]

Seminar Yes [ ]  No [ ]

Online Yes [ ]  No [ ]

Other Yes [ ]  No [ ]

*If other, please provide details:*

Duration of Event**:** (in hours or days – please indicate)

Date of Event: (if proposed to be run more than once – date of first event)

# Event Content:

Brief Description of the content:

***Please attach a full copy of the program materials with application***

Please describe the target audience:

Please describe the overall aim/s of the event:

Please list the learning objectives for the participants:

# Event Presentation:

List of proposed speakers and their qualifications and the topic they will be presenting:

*Please indicate those who have already agreed to participate as speakers:*

For each speaker listed, please attach an overview of their background so as to support their being invited to present at this event with your application.

 *Please attach separate list if necessary for additional topics/speakers*

# Event Evaluation:

Type of Evaluation:

Course Content Yes [ ]  No [ ]

Course Presentation Yes [ ]  No [ ]

Participants’ Performance Yes [ ]  No [ ]

 ***Please attach copy of the evaluation forms***

# CPD Points:

How will ADEA be advised of participants’ eligibility for Credentialing Points from this event?

Please indicate how eligibility of proposed points will be allocated:

Attendance based? Yes [ ]  No [ ]

Eligibility/Explanations:

Performance based? Yes [ ]  No [ ]

Eligibility/Explanations:

*If “Yes” please define the eligibility criteria*

*If “No” please provide explanations*

Will a certificate of participation be given to participants? Yes [ ]  No [ ]

 ***Please attach copy of a sample certificate***

# Venue

## Location of venue:

Does the venue meet recognised OH & S regulations? Yes [ ]  No [ ]

Does the venue have public liability insurance? Yes [ ]  No [ ]

Are audio visual resources and learning materials available? Yes [ ]  No [ ]

Does the venue have disabled access? Yes [ ]  No [ ]

Does the venue have disabled parking? Yes [ ]  No [ ]

Is there sufficient parking available for participants? Yes [ ]  No [ ]

# Online

If the material is offered online, what will be the requirements for participant access (public/membership to organisations, costs involved, recognition of prior learning, education requirements and assessment).

The ADEA has an e-learning facility and courses, once endorsed, are eligible to be uploaded onto the ADEA e-learning site at a cost of $60/hour. To discuss this option please contact the ADEA Education Officer, education@adea.com.au

# Nature of the organisation:

Provide a short description of the organisation and the services it offers:

Does the organisation have a code of practice or guidelines for the delivery of educational services? Yes [ ]  No [ ]

 *If “Yes”, please provide a copy.*

# General

Please ensure that you have included sufficient information to enable a clear understanding of:

1. Title, type, date, duration and location of the event;
2. Name and address of the organisation and contact details for the person primarily responsible;
3. Aims and objectives of the event, and expected learning outcomes for participants;
4. Evidence to support the content and learning process;
5. Brief overview of the speakers and their topics;
6. How the event and the participants will be evaluated, any certificates of attendance and completion, and how ADEA will be notified of the event’s outcomes;
7. Details of the venue and its facilities; and
8. Any other relevant matters.

# Re-endorsement

If applying for re-endorsement the same process applies, with the requirement of an additional document being provided with the application outlining what changes have been made to the original material etc since last application. Please ensure you detail any changes and provide all necessary documentation as outlined above.

# Declaration

I/we       (name of person/organisation) declare the information submitted as part of this application, or forming part of this application, to be correct and I/we wish to apply for endorsement of the program by the Australian Diabetes Educator’s Association (ADEA).

If the program is endorsed by ADEA, I/we agree to the terms and conditions laid down by ADEA for endorsement of programs.

I/we understand that endorsement becomes invalid if the content or organisational aspects require significant change, or are changed by more than 10 per cent. I/we understand that the program will require further review and charges if these changes occur and that the endorsement is valid for 1 year following the endorsement date.

I/we hereby agree to abide by all ADEA policy surrounding educational programs, use of the ADEA logo, and any other policies.

Full Name:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Not required when emailed)

Date:       (day/month/year)

# Completed Applications (email preferred)

Please send completed applications to:

ADEA National Office P: (02) 6287 4822

Education Department F: (02) 6287 4877

PO Box 163 E: education@adea.com.au

Woden ACT 2606