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| **Allocation of CPD Points Policy – educational programs, courses, events and other presentations** |
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| **This document outlines the guidelines by which all courses seeking endorsement are assessed. Courses not meeting the criteria may not be granted CPD points by the ADEA.** |
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# Checklist

* 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.
* Courses will be allocated CPD points for a maximum of 1 year. The course must be completely re-assessed after the 1 year period has lapsed (2 months prior to expiry of recognition).
* 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.
* Applications not submitted on the relevant application forms will be returned to an applicant prior to any action being reviewed.
* Applicants must meet all assessment criteria (and gain the minimum required number of points) for an application to be deemed successful. See relevant application criteria for more details.
* A minimum number of required points has been set for each type of program being submitted (webinar, seminar, workshop etc).
* 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.
* CPD points are no longer valid if the content or organisational aspects of a course require significant change, or are changed more than 10%.

# Assessment Process

In an effort to streamline the endorsement assessment process for both those developing education events and the assessors, ADEA has introduced a standardised process for all types of courses. The simplified process flow is as follows:

1. Applicant submits application
2. Two (2) independent assessors from the ADEA Endorsement Committee reviews program and suggests any changes (if necessary)
3. The Chair of the Endorsement Committee will liaise with the applicant at all times
4. Applicant reviews and resubmits
5. Assessors accept or reject program providing feedback (assessment invoice sent with final application fee)
6. CPD points are allocated as of the date that course is approved
7. If approved, the course is able to be disseminated with ADEA logo and a certificate of endorsement is to be provided to the applicant (All payments need to be received before a certificate will be provided and ADEA logo can be used by the applicant).

\*See use of ADEA logo terms and conditions for further information.

# Costs for Endorsement

**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

# Completed Applications

Please send the completed applications and/or enquiries to:

ADEA National Office P: (02) 6287 4822

Education Department F: (02) 6287 4877

PO Box 163, WODEN ACT 2606 E: education@adea.com.au