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| **CPD Course Approval – Application Form**  Please complete and return to [info@ctha.com](mailto:info@ctha.com) **CThA CPD logo** | | |
| **Name of Course Provider** | | **Course Provider Reference** (If you are already a registered CThA Course Provider) |
| **(Contact) First Name** | **Last Name** |
| **Address** | | |
| **Town** | **Postcode** | **Country** |
| **Telephone** | **Email** | **Website** |
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| **Title of Course** | | |
| **Course Prerequisites** (Please note: Must hold a qualification in Anatomy and Physiology. In order to be a Course Provider, you must be a qualified therapist.) | | |
| **Description of Course** | | |
| **Duration of Course**  Number of days: | | |
| **Is the course approved by another Professional Body?**  If yes, please state: | | |

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| **CPD Course Approval – Supporting Information**  Please include the following information with your application form (please tick to confirm)   |  |  | | --- | --- | | Description of Course Provider premises, teaching rooms, and a list of all equipment used for the course. |  | | CVs of teaching staff – please include copies of relevant practice and teaching diplomas |  | | Insurance Policies (photocopies)   1. Proof that delegates will be insured for Public Liability at venues 2. Proof that lecturers hold Professional Indemnity insurance |  |  |  |  | | --- | --- | | Copy of Course Prospectus as supplied to delegates (drafts acceptable) |  | | List of Learning Outcomes to be achieved on course |  | |
| **Declaration**  I apply for the above course to be accepted for CThA CPD Approval. I have read and accept the Terms and Conditions set out in this document:  Signed:  Date: / /  If you are submitting this form by email your declaration is assumed to have been made in acceptance of the Terms and Conditions. |

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| **Terms and Conditions for Approval and Continuation of Approved Courses**  **Complementary Therapists Association (CThA)**  **The Course Provider as set out in this application undertakes and warrants that it will use its best efforts to ensure that:**  1.1 all elements of the course as set out in the application and/or otherwise amended with prior agreement in writing from CThA, are taught and all elements such as lectures, practical work, and study periods are completed;  1.2 any assessment set out in this application is fully completed by the Course Provider and that the Course Provider maintains individual records for each student indicating the criteria by which a certificate was (or was not) awarded;  1.3 only those attending who complete all elements of the course and who are assessed as competent to the standards agreed with CThA, are provided with Certificates.  2 **Standards, Complaints and Auditing**  2.1 CThA shall have the right to verify that the Course Provider is maintaining standards in teaching and assessment so that those completing the course meet the standards agreed. In furtherance of this the Course Provider will supply any information and/or documents relating to the course that CThA requests.  2.2 In the event that CThA receives information or complaints indicating that standards or contents of any aspect of the course may not meet the standards/content set out in the approved application, CThA shall write to the Course Provider setting out the details of the complaint/information and the Course Provider shall respond within 15 days setting out its comments and any remedial action it may propose  2.3 CThA shall have the right to audit any running of a course. CThA may do this by either requesting a CThA member attending to report in detail on the course or by sending an assessor to monitor the course  2.4 At any time CThA may require the Course Provider to send copies to CThA of all or some of the completed assessment materials used on a particular course.  **3 Term and Termination**  3.1 CThA shall usually approve/list courses for a period of 1 year from the date of approval, this date to be set out in writing in the letter of approval. Extension of this period shall be at CThA’s sole discretion and may be subject to further assessment.  3.2 CThA shall have the right to withdraw forthwith approval/listing of any course where, in its opinion:  3.2.1 the course no longer meets the criteria in the original application and the Course Provider has not amended it in accordance with CThA requests;  3.2.2 the course has been changed and/or the lecturers changed without prior agreement in writing from CThA;  3.2.3 the Course Provider has not responded satisfactorily to any written requests by CThA to alter or improve the course.  3.3 Termination of approval for a course may lead to CThA refusing to accept CPD credits for CThA members attending courses already held. In this case the Course Provider will be solely responsible and liable for any compensation to members for its failure to maintain the standards of the course.  3.4 Where a Course Provider has, in the opinion of CThA, failed to meet the terms of the approval for one course, to the extent that in CThA’s opinion the Course Provider is no longer able to provide courses to the standards required by CThA, it may withdraw approvals for all CThA Approved Courses currently delivered by the Course Provider.  3.5 Where changes in legislation, voluntary or statutory regulation of professional standards in education or practice, government registration, and approval of educational standards are such that it is no longer possible for CThA to approve specific courses, CThA may withdraw approval of a course giving 6 months notice in writing. In such an event no refund of fees paid will be made.  **4. Course Approval Fees**  4.1 Approval/listing of any course is subject to the payment of an annual Course Approval Fee of £65.  Discounts apply if you have multiple courses approved with the CThA:   * 1-3 courses = £65 per course * 4-5 courses = £55 per course * 6-10 courses = £50 per course   **All notices under this agreement shall be given in writing OR EMAIL.**  Effective for all approval on or after 1 August 2019.  **CThA**  Room 411, 83 Baker Street, London, W1U 6AG  Tel: 07718 479416 |