



**CPD COURSE
APPROVAL
APPLICATION FORM**

APPLICATION FORM

Thank you for your interest in becoming an IFA approved CPD provider. To formally apply for approval please complete this application form for each course you wish to be approved and send to office@ifaroma.org. Please note the £25.00 fee for course review is non-refundable, therefore Centres are reminded to complete this form in full and provide all relevant copies of certificates and course material when applying.

The application and all additional notes must be provided in English.

Please see below approval fees. Approval lasts for twelve (12) months and is renewable annually.

SERVICE	FEES
Review Fee	£25.00
One Course	£100.00
Three Courses	£250.00
Five Courses	£400.00
Additional Tutor	£50.00
Amendments to Listings	£10.00 per event

Once we receive your application we will review the information and request additional information if required. During the review the IFA may ask that course content is adapted and or highlight any areas that require improvement. The Centre will be required to make the changes before approval is granted.

The Centre will be informed within 5 working days if their course has been successful and invoiced.

Approved CPD courses will appear on the IFA website within 5 working days of payment and will be displayed for 12 months.

PROVIDER DETAILS

Provider Business Name	
Address (where invoices will be addressed to)	
Telephone number	
Email Address	
Website Address	

COURSE DETAILS

Title of Event The title of the event must reflect the content or aims of the course and avoid misleading claims	
Aims: Please provide in bullet point format <i>NB. If your courses are training in the use of medical or electronic devices or products the IFA cannot at this time approve such courses.</i>	
Learning outcomes Please provide in bullet point format	

<p>Event Summary 200 words for website advertisement</p>	
<p>Attach Schedule/Course structure</p>	<p>Yes / No</p>
<p>Attached Handouts</p>	<p>Yes / No</p>
<p>URL Link to event</p>	
<p>Is this a distance learning course?</p>	<p>Yes / No</p>
<p>Duration of Course Including number of guided learning hours/self study</p>	
<p>Does the course require any prerequisite? If so please specify</p>	
<p>Will your attendees be assessed? For example case studies, questions and answers etc.</p> <p>NB. Please note if you would like your attendees to be able to say they have trained in your subject area they must complete a case study element to comply with insurance regulations.</p>	
<p>Provide a copy of certificate provided on completion</p>	
<p>Attendance charge</p>	

VENUE DETAILS

Venue Address	
Training venue must comply with the following: <ul style="list-style-type: none">• Adequate Health and Safety provision in accordance with the Health and Safety at Work legislation• Good standards of hygiene (enough toilets/ washing facilities)• Good ventilation to maintain an appropriate temperature• Adequate lighting• Access for all attendees to your visual aids/ multimedia activities	Yes / No
Equipment available at venue: i.e projector	
Do attendees need to bring any materials?	
Does the venue have disabled access?	Yes / No If Yes please provide details
Appointed person responsible for the Health and Safety of the attendees	
Do you have Public Liability Insurance for this event? If so, please attach a copy to this application	

LEARNER EXPERIENCE

Please attach the following, which will be made easily available to participants:		Complaints procedure
		Cancellation policy
		Attendee Feedback form

TUTOR QUALIFICATIONS

Tutor Name	
IFA Membership No (if you are an IFA full or associate member applying to deliver a course in Aromatherapy the tutor fee will be waived)	
Professional Body Membership please list	1.
	2.
	3.
	4.
Do you hold a teaching qualification If yes, please enclose a copy	Yes / No
Please enclose a copy of your current Teaching Insurance – <i>please note that most basic policies cover you for teaching CPD courses</i>	
Have you taught this course before? If yes, please provide details	Yes / No
Experience applicable to field of course you are applying Please enclose CV	

If you are unable to provide any of the required information please provide a reason(s)

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TERMS AND CONDITIONS

These terms and conditions apply to Centres who hold or are seeking to hold IFA approval of their CPD courses. By applying or holding IFA approval, the Centre agrees to the following:

- 1) The Centre will contact the IFA immediately if any of the details provided on their application form changes.
- 2) The Centre accepts that any changes made after approval has been granted will invalidate their approval and the IFA may withdraw its approval. Any and all changes will remain a prerequisite of re-approval and a £10.00 fee will apply to any and all changes to details.
- 3) The Centre will have appropriate insurance in place to cover all aspects of training.
- 4) The Centre will ensure they provide a safe and suitable venue for the event in line with IFA requirements set herein.
- 5) The Centre will ensure courses start and finish at the specified times and are conducted in a professional manner.
- 6) The Centre will provide good customer service to attendees including any follow up.
- 7) The Centre will provide course participants with a CPD Certificate of attendance.
- 8) The Centre will ensure that the IFA CPD Approved logo and advertisement of approved status is only applied to marketing/web pages relating specifically to the IFA approved CPD course(s) only. NB. Approval does not extend to approval or endorsement of any and all the Centres CPD courses or any other such course or activity the Centres provides in general, this must be made clear in advertising.
- 9) The IFA CPD Approved logo may not be changed or distorted from its original form.
- 10) The IFA CPD logo may not appear on any certificates. All certificates bearing the IFA CPD logo (or any IFA logo) may only be issued by the IFA. To be able to distribute CPD certificates with the IFA CPD logo embossed on them these must be ordered via the IFA office and a list provided of each attendee of the course. The fee for each IFA CPD certificate is £10.00.
- 11) The Centre will ensure that any and all marketing relating to IFA approval is legal, accurate and honest.
- 12) The Centre will make any amendments to promotional material of IFA CPD approved status when requested by the IFA.
- 13) The Centre will pay any applicable fee(s) and renewal fee(s) thirty (30) days prior to due date. NB. Any required approval and renewal fee(s) are non-refundable under any circumstances.
- 14) The Centre's approved status will be withdrawn if fees are not paid in full by the due date.
- 15) If approved status is withdrawn or the Centre wishes to withdraw from approval the Centre will cease to use the IFA CPD Approved logo immediately.
- 16) The Centre will remove all reference to IFA approved status from all documents and web pages, if the Centre withdraws from approval or does not choose to renew their approved status.

17) The Centre will inform participants that the IFA will not be held accountable or get involved in any outstanding payments, refunds, cancellation fees or any other such financial arrangement between the provider and any participants or third parties.

DECLARATION

I confirm that I have understood and agree to comply by the terms and conditions of approval.

I declare that I am authorised to submit this application on behalf of the centre and the information provided is my original work, accurate and true to the best of my knowledge at the date of submitting.

Applicants Name:	
Position Held:	
Applicants Signature:	
Email:	
Telephone:	
Date completed:	

PAYMENT

I authorise the IFA to debt my account: £25.00 to review my course material. This fee is non-refundable.

Name

Address

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Debit/Credit Card details: Solo Switch Visa Visa Electron MasterCard

Card No: _ _ _ _ _

Card Holder Name..... Issue No..... Valid From

Expires end Security Code



The CSC is 567.

(Last three digits)