

CPD COURSE ENDORSEMENT APPLICATION

This application for CPD course endorsement is divided into five sections for completion:

1. Course Overview
2. Payment Form / Tax Invoice
3. Course Endorsement Terms and Conditions
4. Preservation of the Osteopathy Australia Trademark
5. Submission Checklist

1. COURSE OVERVIEW

PROVIDER INFORMATION	
Date:	
Organisation:	
Postal address:	
Contact person:	
Position:	
Phone:	
Email:	
<p>Is the organisation and/or course already endorsed by a body other than Osteopathy Australia? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If 'Yes', please provide the name of the endorsing body/ies and the nature of the endorsement/s:</p>	
COURSE INFORMATION	
Course title:	
Proposed date/s:	
Proposed location/s: (Including facilities and equipment required)	
Presentation synopsis: (Max. 150 words)	
Educational objectives: (Max. 150 words. Should describe the relevance/applicability to	

post-registration standard.)	
<p>Will any products be promoted or mentioned in this course? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Promotional seminars for specific brand product(s) are generally not considered for endorsement by Osteopathy Australia; however, in assessing if a course would be endorsed, we would expect that no more than 10% of course time would focus on product information or efficacy. If you consider the content to be significantly educational in content, applications can be submitted for consideration.</p>	
Overview of participant assessment: (if applicable)	
<p>Will time be allowed for questions and discussion? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If 'Yes', please indicate the amount of time allowed.</p>	
Type/s of education activities:	
Calculation of course hours per education activity:	Activity 1 - Activity 2 - Activity 3 -
TRAINER / PRESENTER INFORMATION	
Presenter name/s: (Please list all presenters & trainers)	
<p>Summary of qualifications and affiliations, experiences or clinical specialty (for each presenter): (Max 150 words per presenter)</p>	
<p>Disclosure of any financial or proprietary interests of the provider/s and/or presenter/s: (Includes any interest in companies, products or services mentioned in presentations)</p>	
<p>Please supply wording for your free listing on our 'Events Calendar' on the Osteopathy Australia website should your application be successful: (Max. 150 words. Wording is subject to approval by Osteopathy Australia)</p>	

2. PAYMENT FORM / TAX INVOICE

This document will become a Tax Invoice for GST purposes upon completion and payment. All prices quoted are in Australian Dollars and inclusive of GST.

ITEM	PRICE	QUANTITY	TOTAL
Course endorsement application fee	\$750 per course		

Select payment method: Direct transfer
 Credit card
 Cheque

DIRECT TRANSFER

Send the receipt/remittance advice to info@osteopathy.org.au. Applications will not be processed until the funds are cleared.

Account name: Osteopathy Australia
BSB: 062 140
Account number: 1049 3068
Bank: Commonwealth Bank
Reference: Please use the name of the course being endorsed

CREDIT CARD

Call Osteopathy Australia during business hours on (02) 9410 0099 to pay over the phone with your credit card. Alternatively, email the below details to info@osteopathy.org.au.

Card holder's name: _____

Card number: _____

Expiry date: ____ / ____

Signature: _____

CHEQUE

If paying by cheque, consider the days required for postage and banking as applications will not be processed until cheque funds have been cleared.

Please make your cheque payable to 'Osteopathy Australia' and post to:

Osteopathy Australia
 PO Box 5044
 Chatswood West NSW 1515

3. COURSE ENDORSEMENT TERMS AND CONDITIONS

While endorsement by Osteopathy Australia is an assurance of quality training to our members and the high likelihood that such activities will be accepted as CPD under the Osteopathy Board of Australia (OBA) Guidelines, it is not a guarantee that the OBA will award CPD hours on your activities.

Applicants are encouraged to send in applications early, as it is not permissible to advertise an Osteopathy Australia endorsement until the process is completed. Applications for endorsement **must** be received **at least four weeks** prior to the commencement of advertising for the course. Osteopathy Australia rarely accredits courses retrospectively (see below) and incomplete applications will not be considered. Osteopathy Australia will only endorse courses when the principles of access, educational standards and ethical standards are met.

ACCESS

Course providers must not unreasonably prevent Osteopathy Australia member from enrolling in and attending their courses. Restrictions on enrolments should be based on bona-fide considerations, such as available facilities or instructor/student ratios.

EDUCATIONAL STANDARDS

The format, design and delivery of the course must be appropriate for its stated educational objectives.

The content of the course must reflect accepted osteopathic practice based on critical appraisal of the scientific literature. Courses promoting theories and techniques which are not supported by scientific evidence nor generally accepted by the osteopathic profession will not be eligible for endorsement.

The course should allow adequate time for discussion and questions. Given the diversity of osteopathic practice, individual Osteopaths are likely to have different problems and concerns in any one topic area. Adequate time for discussion and questions allows participants to address problems and interpret information from their own perspective.

ETHICAL STANDARDS

The course must comply with relevant ethical standards and codes of conduct that are applicable to the course content and/or the presenter/s.

When presenting information about patients (e.g. case reports), care must be taken to ensure that the identity of the patient/s is/are not disclosed. Where this is not possible, the informed consent of the patient/s must be obtained.

When human subjects are recruited for demonstrations, workshops or grand rounds, the course provider must ensure that the tenets of the [Declaration of Helsinki](#) are observed. Subjects should be volunteers and should have freely given their consent after being adequately informed of all relevant details of the activity. Subjects should be informed that they may withdraw their consent at any time without penalty. Course providers should not offer potential subjects any inducements to participate, although they may be reimbursed for reasonable out-of-pocket expenses.

APPLICATION INFORMATION

By submitting a CPD Course Endorsement application, the course provider is warranting that all the information provided is true and correct and are agreeing to indemnify Osteopathy Australia for any losses, costs, expenses or damages that Osteopathy Australia may suffer if any of this information is not correct.

Changes to the OBA CPD Guidelines may impact on previously granted endorsements. Applicants will be notified if changes may be necessary. If such changes are not completed within six weeks of notification, the endorsement will permanently cease, and a new application will be necessary.

CALCULATION OF HOURS

You are required to calculate the number of hours for which you are applying. CPD hours are calculated by the total hours of educational content provided, minus the time for any breaks or lunch. If pre-reading is required, this should be realistically estimated and calculated separately to direct educational content hours.

APPLICATION FEES

All applicable application fees must be paid on submission of the application form. No applications will be processed until all fees are cleared. No refunds will be made after assessment of the application has commenced, regardless of the outcome. An applicant can resubmit a rejected application for further review (after changes are completed) at the reduced cost of \$500.00.

COMMERCIAL INTERESTS

Courses that emphasise a commercial interest or promotion of a specific brand are generally not considered for Osteopathy Australia endorsement. If such information is critical to the delivery of a course, no more than 10% of course time should focus on product information or efficacy.

PROMOTIONAL MATERIAL

A copy of any promotional materials relating to the course must be provided with the application.

OSTEOPATHY AUSTRALIA CPD LOGO

Endorsements will be accompanied by a unique CPD logo, which will be supplied to the course provider for use on all advertising material. Use of the logo is subject to the terms and conditions detailed in the *Preservation of The Osteopathy Australia Trademark* in section four (4) of this document.

Permission to use the logo is only granted in relation to the specific endorsed course. It must not be used in relation to courses that have not been endorsed, even if the provider has applied for endorsement. Misuse of the logo may result in future applications for endorsement being rejected, or prosecution for breaches of copyright.

ATTENDANCE LISTS

Providers are reminded that the release of attendance lists to Osteopathy Australia must be in accordance with the National Privacy Principles. As course providers will be required to collect membership numbers, we recommend that providers inform members that supplying their membership number will be taken as permission to forward attendance information to Osteopathy Australia.

Providers are welcome to discuss privacy concerns with Osteopathy Australia staff. Alternately, you may wish to ring the Office of the Australian Information Commissioner on 1300 863 992. Osteopathy Australia will email providers one reminder approximately 30 days after the event, if an attendance list has not been forwarded. If the provider fails to forward the attendance list despite the reminder, all member queries regarding the course will be directed to the provider with the explanation that an attendance list was not provided. Attendance lists to be sent to info@osteopathy.org.au.

Applications for endorsement of courses will not be processed if a CPD provider has outstanding attendance lists.

If a provider displays a pattern of not meeting Osteopathy Australia requirements, including failing to provide attendance lists in a timely manner, Osteopathy Australia may refuse to endorse future courses run by the provider or may place conditions on endorsement.

If a provider is aware that they have forgotten to include someone's name on an attendance list, they must forward the course number (assigned on endorsement), the osteopath's name and membership number and the appropriate number of CPD hours to Osteopathy Australia.

Members are asked to keep track of endorsed courses they have attended and to check if this matches their activity profile on the Osteopathy Australia website. If a member finds a discrepancy in their records, they will be redirected to the course provider. The onus is on the member and the course provider to advise the Osteopathy Australia of the attendance. Changes to a member's record will not occur without documentation from the provider.

The course provider must provide attendees with an attendance certificate which states the name of the course provider, course name, course date, topic, venue, speaker, speaker qualifications, course type and number of CPD hours.

RETROSPECTIVE ENDORSEMENTS

Osteopathy Australia does not endorse courses after they have been conducted. Retrospective endorsement will only be provided in exceptional circumstances and only after additional administration fees are paid in full. Retrospective endorsement applications will not prevent Osteopathy Australia from seeking compensation for non-approved use of its trademark (e.g. the Osteopathy Australia name or logo or any variations thereof). Retrospective endorsement is entirely at the discretion of Osteopathy Australia staff.

ADVERTISING

Endorsements guarantee the course will be advertised on the Events Calendar on the Osteopathy Australia website. Courses may or may not be included in the CPD Calendar published in Osteo Life, depending on the editorial space available within the relevant issue. All other Osteopathy Australia advertising formats continue at the standard commercial rate.

CANCELLATION

Osteopathy Australia may cancel a course endorsement if the applicant fails to comply with these terms and conditions.

ACCEPTANCE OF COURSE ENDORSEMENT TERMS AND CONDITIONS

I, _____ of _____, agree to be bound by these Course Endorsement Terms and Conditions and acknowledge the terms of use of the Osteopathy Australia logo, stipulated in the Preservation of the Osteopathy Australia Trademark.

Signature:

Company Name:

Date:

4. PRESERVATION OF THE OSTEOPATHY AUSTRALIA TRADEMARK

PROTECTION OF TITLE

The applicant acknowledges that Osteopathy Australia is the legal and beneficial owner of the Trademark (e.g. the Osteopathy Australia name or logos or any variations thereof) in each State or Territory and elsewhere and undertakes not to do or cause anything that may adversely affect Osteopathy Australia's rights in relation to the Trademark or call into question the validity of that title.

REPRODUCTION OF OSTEOPATHY AUSTRALIA TRADEMARK

The applicant may only reproduce the Osteopathy Australia Trademark in the form in which it appears in the endorsement approval letter or any other form notified by Osteopathy Australia.

INFRINGEMENT

If the applicant suspects any infringement or threatened infringement of the Osteopathy Australia Trademark or any misleading or deceptive conduct relating to the Trademark or any common law passing-off (by reason of imitation or get-up or otherwise) of goods as being the goods of, or sanctioned, endorsed, licensed or approved by, Osteopathy Australia, the Applicant must immediately notify Osteopathy Australia, giving full particulars of all relevant circumstances. The Applicant must provide all information and assistance which Osteopathy Australia may reasonably require in any proceedings commenced by Osteopathy Australia.

DEALING WITH THE TRADEMARK

No sub-licence

The Applicant may not sub-licence any person or entity in relation to use of the Osteopathy Australia Trademark.

No assignment

The Applicant may not assign any of its rights under this Agreement.

INDEMNITY

The Applicant shall indemnify Osteopathy Australia against each claim, action, proceeding, judgement, damage, loss, expense or liability incurred or suffered by or bought or made or recovered against Osteopathy Australia relating to the provision of the Goods by or on behalf of the applicant.

CESSATION OF USE OF OSTEOPATHY AUSTRALIA TRADEMARK

Upon expiration of the endorsement period the applicant will immediately and permanently cease to use the Trademark or marks substantially identical with or deceptively similar to the Osteopathy Australia Trademark.

PENALTY FOR MISUSE OF THE OSTEOPATHY AUSTRALIA TRADEMARK

If the applicant is involved in any infringement or threatened infringement of the Osteopathy Australia Trademark or non-approved use or any misleading or deceptive conduct relating to the Osteopathy Australia Trademark or any common law passing-off (by reason of imitation or get-up or otherwise) of the Osteopathy Australia Trademark, the applicant agrees to pay Osteopathy Australia \$5000 per incident, article or appearance of any such misuse.

Continued over...

ACCEPTANCE OF PRESERVATION OF THE OSTEOPATHY AUSTRALIA TRADEMARK

EXECUTED BY OSTEOPATHY AUSTRALIA UNDER ITS COMMON SEAL

Signature

Witness Signature

Print Name

Witness Print Name

Office Held

Date

EXECUTED BY (APPLICANT NAME OR COMPANY NAME) UNDER ITS COMMON SEAL

Signature

Witness Signature

Print Name

Witness Print Name

Office Held

Date

5. SUBMISSION CHECKLIST

Assessment for endorsement will only commence upon receipt of the full fee and all required information.

- Files must be delivered electronically
- Hard copy material will not be accepted
- Checklist material to be attached in the same sequential order as set out below.

✓ **Tick the following that are included with this application**

	DOCUMENTATION	ATTACHED?
1	Full Course Outline with course contents	
2	Payment form	
3	Signed acceptance of Terms and Conditions	
4	Signed acceptance of Preservation of the Osteopathy Australia Trademark	
5	Descriptions of teaching materials - e.g. slides, videos, etc.	
6	Promotional material – e.g. brochures, flyers, etc.	
7	Participant evaluation form	
8	Fee Policy (including refund policy)	
9	Example of Registration List and Attendance Certificate	
10	Presenter(s) CV	
11	Evidence of Public Liability Insurance. Osteopathy Australia also strongly recommends presenters have Professional Indemnity Insurance.	