



# CONTINUING PROFESSIONAL EDUCATION

## Introduction

ATMS defines Continuing Professional Education (CPE) as the education of natural medicine practitioners to ensure they maintain and increase their knowledge, clinical skills, expertise and competence throughout their professional career.

CPE consists of any educational activity which helps to maintain, develop or increase knowledge, problem-solving, technical skills, clinical outcomes, effective client management or professional performance standards, all with the goal that natural medicine practitioners can provide better health care for their clients.

ATMS philosophy is that consumers of natural medicine services have the right to expect they will be treated in a competent, safe and effective manner that meets the best practice standards of health care within Australia. Therefore it is a requirement that all accredited members undertake CPE every year.

ATMS currently accredits practitioners in the following 24 modalities.

- Acupuncture
- Aromatherapy
- Ayurveda
- Bowen Therapy
- Chinese Herbal Medicine
- Chinese Massage
- Chiropractic
- Counselling
- Homoeopathy
- Hypnotherapy
- Kinesiology
- Lymphatic Drainage & CDT
- Myofascial Dry Needling
- Myofascial Release
- Naturopathy
- Nutrition
- Osteopathy
- Polarity Therapy
- Reflexology
- Remedial Massage
- Shiatsu
- Thai Massage
- Tibetan Medicine
- Western Herbal Medicine

To ensure that our members have access to a wide range of CPE activity topics, ATMS are looking to approve educational activities that maintain and further the knowledge and skills of our natural medicine practitioners accredited for the above modalities. CPE Activities can also be delivered around related services not just modalities, including networking, marketing and other business topics.

## Application Process

To have an educational activity approved for ATMS CPE points, the Applicant will need to fill out the application form, agree to the requirements and conditions and return this form to the ATMS office. ATMS will assess the content of the activity to ensure it is of a standard suitable for the already trained practitioner. This assessment includes compliance with ATMS Policies and ensuring any diagnosis is within the scope of practice.

For an activity to be approved for ATMS CPE points, the following minimum requirements and conditions apply:

- The disciplines (modalities) are accredited with ATMS; or
- Other disciplines, modalities, practices etc that are considered by ATMS to be professional Education for qualified health care practitioners; or
- Educational activities associated in managing a small business e.g. bookkeeping, advertising, marketing, business management etc.
- All aspects of the activity, (for example the content, learning outcomes, lecturers, venue etc) must be demonstrably of a high standard, and must be patently reflective of training designed for the already qualified and well trained healthcare practitioner.
- The activity must in no way advocate or teach practices or techniques that contravene any section of the ATMS Code of Conduct or ATMS Policies.
- The activity must be relevant to the learning needs of qualified healthcare practitioners.



- The activity must be considered suitable and appropriate by ATMS.

All Presenter/s of the education activity will be required to:

- Hold qualifications in Natural Medicine or hold qualifications in the field of study or the modality being presented.
- Must have current first aid and professional indemnity and public liability insurance.
- Must hold a TAE qualification or have equivalent experience presenting seminars, workshops or webinars to qualified healthcare practitioners.
- Prepared to uphold the philosophy of the ATMS Continuing Professional Education Program and the ATMS Code of Conduct.
- Agree not to teach or advocate practices or techniques which contravene ATMS current policies or position statements.

Applicants will, as part of their application process, provide for consideration:

- Completed Application Form
- Name and qualifications of the presenters
- Educational activity brochure or other existing advertising / promotional material
- Outline of educational activity including learning outcomes
- Refund / Cancellation Policy

ATMS reserves the right to request additional information as required.

Applications will not be considered unless accompanied by the Application Fee.

Applications should allow approximately 2 to 4 weeks for their applications to be processed.

Applicants will be notified by ATMS if approved. If the Educational Activity application is not approved, the applicant will be provided with reasons for the non-approval. The applicant may subsequently resubmit the application for assessment if they feel they can address any concerns or issues raised by the Continuing Professional Education Committee. In the event that any mediation needs to take place, the Chair of CPEC, President of ATMS and CEO will precede.

The approval of an educational activity for ATMS CPE points is at all times at the sole discretion of ATMS, and may be withdrawn or varied at any time.

## Benefits of ATMS Approval

If approved the applicant's activity will:

- Be listed on the ATMS website as ATMS Approved CPE promoted to approximately 11,000 ATMS practitioners
- Allow participants to accrue 1 CPE point per hour of educational activity
- Allow the use of the ATMS logo in advertising material
- Allow advertising the activity as approved by ATMS for CPE points



## Advertising

Once an educational activity has been approved by ATMS, this can be advertised as eligible for ATMS CPE points. Use of the ATMS logo and the ATMS CPE Logo is permitted.

All advertisements are solely for general information and are not necessarily endorsed by ATMS.

## Application Fee

Each application will be considered in relation to the Requirements and Conditions set by ATMS. Applications must be accompanied with the required application fee of \$50 (includes GST).

The \$50 covers the assessment of 1 to 5 different educational activity topics when applied for at the same time. An additional \$50 will cover a further 1 to 5 nominated topics. There are no additional costs or restrictions on how many times these education activity topics are offered by the applicant during the approval period.

ATMS approval is granted for 3 years, unless significant changes are made to the activity. It is the responsibility of the Applicant to ensure any changes in the educational activity are clearly and promptly communicated to ATMS for review within 14 days of the changes.

ATMS approval will, however, remain at all times the sole discretion of ATMS, and may be withdrawn or varied for any reason considered by ATMS to necessitate that action.



# EDUCATIONAL ACTIVITY APPROVAL APPLICATION FORM

## Organisation / Applicant Information

Name of organisation delivering the activity: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Name of contact person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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## Organisation Information for Listing on ATMS Website

Organisation Name: \_\_\_\_\_

Website Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

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## Educational Activity Information

Total Number of educational activities being applied for (up to 5) : \_\_\_\_\_

### *Educational Activity 1*

Activity Title: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Which modality (practice/therapy) is the activity designed for:

- Bodywork Therapies (eg. Remedial Massage, Shiatsu, Chinese Massage, Reflexology)
- Ingestive Therapies (eg. Naturopathy, Herbal Medicine, Homoeopathy, Nutrition)
- Traditional Chinese Medicine (eg. Acupuncture, Chinese Herbal Medicine)
- All Therapies
- Other Therapy/ies not covered above (please list):

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**Delivery Method:**

- Hands on Workshop
- Lecture / Seminar
- Combination of the above
- Webinar
- Other (please describe):

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**Duration & Times:** \_\_\_\_\_

(Eg. 2 days 9:00am to 5:00pm. ATMS CPE points are only awarded for educational time / learning hours. For online learning activities please provide approximate learning time.)

**Provide an outline of the topics that will be presented as part of this educational activity**

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## Educational Activity 2

Activity Title: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Which modality (practice/therapy) is the activity designed for:

- Bodywork Therapies (eg. Remedial Massage, Shiatsu, Chinese Massage, Reflexology)
- Ingestive Therapies (eg. Naturopathy, Herbal Medicine, Homoeopathy, Nutrition)
- Traditional Chinese Medicine (eg. Acupuncture, Chinese Herbal Medicine)
- All Therapies
- Other Therapy/ies not covered above (please list):

Delivery Method:

- Hands on Workshop
- Lecture / Seminar
- Combination of the above
- Webinar
- Other (please describe):

Duration & Times: \_\_\_\_\_

(Eg. 2 days 9:00am to 5:00pm. ATMS CPE points are only awarded for educational time / learning hours. For online learning activities please provide approximate learning time.)

Provide an outline of the topics that will be presented as part of this educational activity

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## Educational Activity 3

Activity Title: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Which modality (practice/therapy) is the activity designed for:

- Bodywork Therapies (eg. Remedial Massage, Shiatsu, Chinese Massage, Reflexology)
- Ingestive Therapies (eg. Naturopathy, Herbal Medicine, Homoeopathy, Nutrition)
- Traditional Chinese Medicine (eg. Acupuncture, Chinese Herbal Medicine)
- All Therapies
- Other Therapy/ies not covered above (please list):

Delivery Method:

- Hands on Workshop
- Lecture / Seminar
- Combination of the above
- Webinar
- Other (please describe):

Duration & Times: \_\_\_\_\_

(Eg. 2 days 9:00am to 5:00pm. ATMS CPE points are only awarded for educational time / learning hours. For online learning activities please provide approximate learning time.)

Provide an outline of the topics that will be presented as part of this educational activity

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### Educational Activity 4

Activity Title: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Which modality (practice/therapy) is the activity designed for:

- Bodywork Therapies (eg. Remedial Massage, Shiatsu, Chinese Massage, Reflexology)
- Ingestive Therapies (eg. Naturopathy, Herbal Medicine, Homoeopathy, Nutrition)
- Traditional Chinese Medicine (eg. Acupuncture, Chinese Herbal Medicine)
- All Therapies
- Other Therapy/ies not covered above (please list):

Delivery Method:

- Hands on Workshop
- Lecture / Seminar
- Combination of the above
- Webinar
- Other (please describe):

Duration & Times: \_\_\_\_\_

(Eg. 2 days 9:00am to 5:00pm. ATMS CPE points are only awarded for educational time / learning hours. For online learning activities please provide approximate learning time.)

Provide an outline of the topics that will be presented as part of this educational activity

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### Educational Activity 5

Activity Title: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Which modality (practice/therapy) is the activity designed for:

- Bodywork Therapies (eg. Remedial Massage, Shiatsu, Chinese Massage, Reflexology)
- Ingestive Therapies (eg. Naturopathy, Herbal Medicine, Homoeopathy, Nutrition)
- Traditional Chinese Medicine (eg. Acupuncture, Chinese Herbal Medicine)
- All Therapies
- Other Therapy/ies not covered above (please list):

Delivery Method:

- Hands on Workshop
- Lecture / Seminar
- Combination of the above
- Webinar
- Other (please describe):

Duration & Times: \_\_\_\_\_

(Eg. 2 days 9:00am to 5:00pm. ATMS CPE points are only awarded for educational time / learning hours. For online learning activities please provide approximate learning time.)

Provide an outline of the topics that will be presented as part of this educational activity

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## Application Checklist

- Completed Application Form
- Approval Application Payment
- Name and qualifications of presenters *(for each educational activity)*
- Educational activity brochure or other existing advertising / promotional material *(for each educational activity)*
- Outline of Educational activity including learning outcomes *(for each educational activity)*
- Refund / Cancellation Policy

## Declaration

I certify that I am authorised to make this application, and that the information provided is true, correct and complete.

1. We / I acknowledge that approval of an educational activity for ATMS CPE points is solely at the discretion of the Australian Traditional-Medicine Society (ATMS).
2. We / I will undertake to notify ATMS of all changes to the activity within 14 days of any such changes which might occur during the approval period.
3. We / I undertake to have a link to the ATMS web site [www.atms.com.au](http://www.atms.com.au) on the website of the organisation or person delivering this activity.
4. We / I acknowledge that the approval of an activity for ATMS CPE points may at the sole discretion of ATMS be withdrawn or varied.
5. We / I acknowledge that all advertising of an approved activity is solely for general information and that ATMS does not necessarily endorse the advertising.

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please return this application form with all required supporting documents by post to:**

Australian Traditional Medicine Society  
Att: Karlene Skinner  
PO Box 1027  
Meadowbank NSW 2114

Or by email to: [karlene.skinner@atms.com.au](mailto:karlene.skinner@atms.com.au)

Inquiries about applying for ATMS educational activity approval or the progress of an application should be made to Karlene Skinner on 1800 456 855, or by email at [karlene.skinner@atms.com.au](mailto:karlene.skinner@atms.com.au)





## EDUCATIONAL ACTIVITY APPROVAL APPLICATION FEE

### TAX INVOICE

Australian Traditional-Medicine Society  
 ABN: 46 002 844 233

Applications must be must be accompanied with the required application fee of \$50 (includes GST).

The \$50 covers the assessment of 1 to 5 different educational activity topics when applied for at the same time. An additional \$50 will cover a further 6 to 10 nominated activity topics.

|  |                        |
|--|------------------------|
| ATMS Educational Activity Approval Application Fee (1 to 5 different activities) | <u>\$ 50.00</u>        |
| Additional Approval _____ @ \$50.00 (for every additional 5 activities)          | <u>\$ _____</u>        |
| <b>Total Payable</b>   | <b><u>\$ _____</u></b> |

The Application Fee may be paid by:

**Cheque** or **money order** made payable to "The Australian Traditional-Medicine Society"; or

**Direct Deposit** to ATMS Bank Account as follows:

Bank: Westpac  
 BSS 032 088  
 Account No. 265 471



# ATMS

**Australian Traditional-Medicine Society**

PO Box 1027 Meadowbank NSW 2114

Freecall 1800 456 855 Phone 02 8878 1500

Fax 02 9809 7570 Email [info@atms.com.au](mailto:info@atms.com.au)

