



**ATMS Recognised Education Provider  
Continuing Professional Education (CPE)  
Event Application Form**

*ATMS accredits and represents professional practitioners of natural medicine, who are encouraged to pursue the highest ideals of professionalism in their natural medicine practice and education.*

Version 2 - August 2016

Leading the Natural Medicine Profession

## Welcome

Thank you for being an ATMS Recognised Education Provider and supporting ATMS and the natural medicine profession.

As a part of your Recognised Education Provider status, all Continuing Professional Education (CPE) activities run by you are automatically recognised for the highest number of CPE points available. We would however, like to extend an invitation to you to apply to run CPE activities exclusively for ATMS members.

## 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 runs a number of CPE Activities every year held throughout Australia. The ATMS CPE Activity Calendar is promoted extensively.

ATMS currently accredits the following 24 different modalities.

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

As well as the above our members undertake non-clinical professional development.

To ensure that our members have access to a wide range of CPE activity topics, ATMS are now incorporating Recognised Education Providers into our CPE Activity Calendar.

## The CPE Activity Event

Both ATMS and the Recognised Education Provider will promote the approved CPE Event(s). All registrations will be exclusively managed by the ATMS office.

ATMS will notify the Recognised Education Provider of the number of bookings 2 days prior to the Event. In the event of insufficient bookings 7 day prior, ATMS has the right to cancel or postpone the Event.

On confirmation of the CPE Event, ATMS resources will be sent to you.

## Remuneration

At the completion of a CPE Event an invoice will be delivered to ATMS. Each CPE Event day maximum of \$2,000.00 (per day for each CPE Event delivered up to a maximum of 3 days) will be paid to the Recognised Education Provider.

The \$2,000.00 covers:

- Venue
- Presenter
- Administration Support
- Morning Tea
- Notes

Where a scheduled CPE Activity is cancelled or postponed, no payment will be made.

On receipt of invoice, ATMS will make payment within 14 days from the date of the invoice.

## Terms and Conditions

ATMS reserves the right to change the ATMS Recognised Education Provider CPE Activity Approval scheme, including but not limited to the Application Process, Terms and Conditions, Payment or Eligibility requirements from time to time.

ATMS Recognised Education Provider CPE Activity Approval is at all times at the sole discretion of ATMS, and may be withdrawn or varied at any time.

### *Recognised Education Provider Requirements*

Maintain Recognised Education Provider status.

### *Presenter Requirements*

- The Presenter will hold qualifications appropriate to the presentation topic being delivered.
- Experience presenting seminars, workshops or webinars.
- 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.
- Prepared not to overtly promote other products, qualifications or courses delivered by the education provider during the CPE event.
- The Presenter will start and complete the presentation at the agreed to time.
- The Presenter will not denigrate any other person or system of healing at any time during their presentation.
- The Presenter will not promote, advertise or publicise a branded therapeutic good, branded therapeutic device, self-authored book, self-authored CD or training program in the seminar/workshop without written consent from ATMS. The written consent must be finalised ten days prior to the seminar, workshop or webinar date. Please contact the ATMS Office for the appropriate form.
- The Presenter will not distribute any information (in whatever form) about a branded therapeutic good, branded therapeutic device, self-authored book, self-authored CD or training program in the seminar/workshop without written consent from ATMS. The written consent must be finalised ten days prior to the seminar, workshop or webinar date. Please contact the ATMS Office for the appropriate form.
- Will, for ATMS records only, supply good quality notes/material for the CPE Activity to the ATMS Office.

### *Venue Requirements*

Venues and venue capacity should be appropriate to the CPE Event being delivered.

Where Bodywork (massage related) courses are to be delivered, attendees may be required to provide their own table. Additionally, due to the 'hands on' delivery of the programs, participation numbers may be restricted to ensure a positive experience for presenter and participant

### *ATMS Requirements*

ATMS will market the CPE Event(s).

ATMS will send the following to the venue in the week leading up to the event:

- Attendee List and Name Tags
- Certificate of Participation
- Attendee Pack

ATMS will provide feedback to the Recognised Education Provider following collation of results received by post event survey.



## ATMS ATMS Recognised Education Provider CPE Delivery Application Form

Recognised Education Provider Name: \_\_\_\_\_

Recognised Education Provider Contact

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

*Phone:* \_\_\_\_\_

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

*Mailing Address:* \_\_\_\_\_

### Proposed Activities

Topic	Presenter	Duration*	Location <small>(Suburb &amp; State)</small>	Date

## **Checklist**

In order to have this application assessed the following supporting documentation must be included.

- Completed and Signed Application and Declaration Form
- A list proposed CPE Events
- An outline/summary of content
- The Bio, including qualification and past history of delivering similar events, for each and every presenter

Once the CPE Event has been provisionally approved, the following documentation must be provided to the ATMS office no less than 8 weeks before the scheduled CPE Event.

- Sample of CPE Event notes or materials for each CPE Event
- Recognised education provider Logo
- Photo of Presenter for marketing / advertising purposes
- Full venue address for each approved CPE activity
- Specific practitioner / attendee requirements (i.e. Must be a Naturopath, or hold a minimum of a Diploma level Remedial Massage qualification or must bring towels and oil, etc.)
- Lunch facilities (i.e. whether this can be purchased at venue, locally or whether attendees need to bring their own.)
- On-site Contact Phone Number

ATMS reserves the right to request additional information as required.

## **Declaration**

I certify that I am authorised to make this application and have read the Application Form.

I declare that the information supplied on this application form and any additional supporting documentation does not contain false or misleading statements.

Education  
Provider  
Name: \_\_\_\_\_

Education  
Provider  
Address: \_\_\_\_\_

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

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

Contact  
Name: \_\_\_\_\_

Position: \_\_\_\_\_

Please return this completed application form and all required supporting documentation via post or email to:

Continuing Professional Education Officer  
Australian Traditional Medicine Society  
PO Box 1027  
Meadowbank NSW 2114

Email: [info@atms.com.au](mailto:info@atms.com.au)