

## **APS TERMS AND CONDITIONS**

### **MULTIPLE EVENT ENDORSEMENT FOR CPD EVENTS HELD ON OR BEFORE 31 October 2012**

**APS endorsement of external CPD events will cease from October 2012. Applications for endorsement for events held on or before 31 October 2012 can be made using this application form.**

The Organiser is responsible for ensuring that the application meets the requirements of, and agrees to be bound by, the following terms and conditions:

#### **1. Application**

This application must be submitted with all relevant supporting documentation before assessment can be conducted. The Society shall not be held responsible for any delay in assessment of incomplete applications, or for information or documentation not received. Applications can only be made in regard to activities that have not yet been conducted.

**Single Activity** (e.g., one workshop that can be run multiple times)

For each single activity only one application needs to be made for multiple presentations of the **same activity** up to 31 October 2012.

**Multiple-event endorsement** (e.g., three or more different workshops that can be run multiple times)

A separate application must be made for each separate event in this category.

#### **Conferences**

Conferences cannot be endorsed as a whole. A Conference Organiser may apply for endorsement of individual sessions in the one application.

#### **2. Fees**

Transition phase has been extended to 31 October 2012 for all providers: the transition phase fee structure for applications for endorsement is as follows:

**Single-event endorsement** (e.g., one workshop that can be run multiple times)

- \$220 (GST inclusive) per activity for APS members who are not sponsored by an APS College, Branch or Interest Group
- \$330 (GST inclusive) per activity for non-members

**Multiple-event endorsement** (three or more different workshops that can be run multiple times)

- Fees will be based on all multiple event applications (for events run during the year up to 31 October 2012) received between 1 November 2011 and 30 September 2012 will incur a fee of \$800 (GST inclusive).
- All applications for events run from May 2012 to 31 October 2012 will incur a fee of \$400.

#### **3. Time**

Applications for endorsement will normally be processed within 20 business days of receipt of complete applications. Organisers are responsible for ensuring that applications for

endorsement are made in sufficient time to support their advertising or the conduct of the activity.

A CPD activity based application is valid for the number of presentations of the activity nominated in the application form.

#### **4. Activities for Endorsement**

The topic and content of an activity must be directly relevant, useful and important for the maintenance, development or increased conceptual and applied competencies relevant to psychological practice, education, or research and must be at post graduate level. Reference to peer reviewed published support for the content of the activity must be submitted with the application.

Activities should deal with topics that are relevant to and generally recognised within psychology. Topics that imply new, innovative and/or breakthrough types of findings will require substantiation via empirical data.

If any proportion of the program is not psychological in nature, it must be in an area of direct relevance to the particular topic of presentation and the enhancement of psychological knowledge and skills. The content of an activity must be more psychological than not in order to gain endorsement.

#### **5. Learning Outcomes**

The success of an activity and its evaluation is contingent on clear specification of the educational objectives of the activity. Learning outcomes should be written in measurable, behavioural terms that specify some action that can be used to demonstrate that the skill or knowledge has been acquired.

#### **6. Ethical considerations**

The activity must be conducted in a manner consistent with the APS Code of Ethics. Where the content of an activity could potentially be stressful or upsetting to attendees, a warning must be included in any promotion of the activity.

#### **7. The Organiser's Warranties**

The Organiser:

- Warrants that the Presenter/s has the requisite knowledge and experience to present the activity at a level necessary to achieve the learning outcomes for attendees. The Organiser will provide to the Society a resume of the Presenter/s qualifications with this application.
- Warrants that all necessary ethical considerations have been complied with.
- Warrants that any promotion of the activity already completed or underway makes no reference to an application for endorsement.
- Indemnifies the Society against any claim made in respect of the endorsement of the activity.

#### **8. Advertising**

To avoid any possibility of attendees being misled as to the endorsement status of a CPD activity, the Society will only process applications for endorsement where the activity has been advertised without any reference to CPD endorsement, prior to that endorsement being granted.

When endorsement has been granted for an activity, the Organiser will be notified and provided with electronic copy of the APS endorsement insignia. Upon receipt of that insignia, the Organiser may advertise the activity as being endorsed.

#### **9. Post Activity Evaluation**

Evaluation of presented activities is essential for quality assurance and continued improvement of the endorsement process. The Organiser agrees to provide copies of

evaluation forms for each presentation of the activity to the APS National Office no later than one month after completion of the last presentation of that activity. Failure to provide a these evaluation forms may compromise future applications for endorsement of activities.

NB: Members of staff of the Society may attend an endorsed event at any time for the purpose of review for compliance with endorsement requirements. In the event that an activity is found to be not of a sufficiently high level to warrant endorsement, any endorsement for future presentations of that activity may be revoked.

**Failure to provide evaluation forms may compromise future applications for endorsement of activities.**

**Scanned and emailed copies are preferred.**

**10. Decision on Endorsement**

The assessment of an activity for endorsement is based upon the information provided by the applicant, having regard to the relevance of the topic for expected attendees and the expected learning outcomes.

Any decision regarding endorsement is final and not subject to appeal. Any Organiser seeking a different outcome may re-work the activity and make a new application at any time.

A prior grant of endorsement for an activity is no guarantee of future endorsement.

**11. Privacy**

The Society is committed to protecting the privacy, confidentiality and security of the personal information provided to it. It is expected that the personal information provided as part of this application may be used in the promotion of the activity endorsed. Nothing in this application obliges the Society to promote an activity.

**12. General**

These terms and conditions are governed by and construed in accordance with the laws of the State of Victoria, Australia and the Organiser irrevocably and unconditionally submits to the non-exclusive jurisdiction of the courts of Victoria.

**Important**

Please confirm your acceptance of these terms and conditions by ticking in the box where indicated on this page.

I have read and accept the APS terms and conditions for endorsement of CPD activities.

Signed:

\_\_\_\_\_

**Or tick box her**








**Please attach all documents to this application.**

ABN 23 000 543 788

**MULTIPLE EVENT ENDORSEMENT APPLICATION  
SCHEDULE**

<b>Organiser Contact details</b>	Title & Name:	
	ABN/ACN:	

	Postal Address:			
	Organisation conducting activity			
	 email:		 web:	
	 phone:		 fax:	
 mobile:				
<b>Goals of the Organiser/ Organisation</b>	Please provide <b>details</b>			
		<input type="checkbox"/> Information attached		
<b>Presenter/s:</b>	Name/s:			
		<input type="checkbox"/> Résumé/s Attached		
<b>Activity/ies:</b>	Title/s/Topic/s:			
	Type/s of Activity/ies:	<input type="checkbox"/> Abstract/s Attached		
	Who should attend:			
	Location/s:	Date/s:	Time/s:	Est. CPD Hours:
	Information attached			
<b>Previously approved?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> New	<b>If yes, Code:</b>		

***\*Please attach further information where necessary\****

<b>Office use only:</b>	
Code:	Fee Paid:
Date:	

## PAYMENT DETAILS

Upon payment this form becomes a Tax Invoice



ABN 23 000 543 788

<b>Organiser:</b>	Name:	
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\$250 Non Refundable

Balance of fee (\$550 or \$150 depending on whether the application was made at the beginning of the time period or midway) payable in the event that the Multiple Event endorsement application is granted. Please tick this box to give permission to the APS to automatically deduct this payment from your credit card.

### Method of payment:

**Cheque** payable to The Australian Psychological Society Ltd **OR**

**Credit card:**       AMEX       MasterCard       Visa

**Cardholder name:** \_\_\_\_\_

**Credit card no:**      \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_      **Expiry date:**    \_\_/\_\_\_

**Cardholder signature:** \_\_\_\_\_

**Total amount:**      \$ \_\_\_\_\_

**Paying by cheque?** Please **email** this application form and **mail the cheque**, with the event title written on the back, to the address below.

**Paying by card?** Please complete the details on this page and **return via email**.

Please return the completed application form, including this payment page via email, fax or mail.

#### Email

[CPD@psychology.org.au](mailto:CPD@psychology.org.au)

#### Mail

The Australian Psychological Society, PO Box 38, Flinders Lane Vic 8009

#### Fax

(03) 9663 6177