



Course Accreditation Agreement

This document, when completed, constitutes an agreement between the NHAA and your institution in regards to Course Accreditation.

- 1) NHAA Course Accreditation is valid only for the course that was submitted for accreditation. Courses with different qualification titles, and/or different content/delivery methods, must be submitted as separate applications for Course Accreditation. However it is permissible to deliver the same accredited course to more than one group of students without requiring separate applications.
- 2) NHAA Course Accreditation is valid for a period of four (4) years from the date of issue (unless otherwise stipulated), as indicated on the NHAA Certificate of Course Accreditation. For continued Accreditation, a new application with full supporting documentation must be made before the due date.
- 3) The "NHAA Certificate of Course Accreditation" (which is valid only for the years indicated) must be displayed either in the location where the course is delivered, or in your institution's main offices, for the period of accreditation.
The electronic "NHAA Logo" (which is valid only for the years indicated) may be displayed either in the location where the course is delivered, or in your institution's main offices, for the period of accreditation. All uses of the "NHAA Logo" in marketing and other materials are to be advised to the association (valid only for the years indicated).
- 4) Any other use of, or improper use of the "NHAA Certificate of Accreditation" or "NHAA Logo" constitutes a violation of these Requirements, and may result in cancellation of course accreditation and possible legal action.
- 5) The "NHAA Certificate of Course Accreditation" and "NHAA Logo" remain the property of the National Herbalists Association of Australia, and must be returned if course accreditation is suspended or cancelled.
- 6) At no time can your institution advertise or otherwise give the impression that NHAA Accreditation applies to the institution – NHAA Course Accreditation applies only to individual courses which have successfully passed the application process.
- 7) Significant alteration of course content or structure should be notified to the NHAA within three (3) months of the commencement of delivery of the altered course. Significant alteration may require your institution to reapply for course accreditation.
- 8) The NHAA reserves the right to randomly audit institutions in regards to these requirements and the delivery of the course which is accredited. Audits may take the form of requests for documentation, or personal visits from NHAA Board Members in an official capacity.
- 9) NHAA Student Information Packs must be made clearly available to all students throughout the duration of their training.

Institution Name: _____

Name of Authorised Institution Representative: _____

Signature: _____

Date: _____