



Guidelines for Pre-approved CPD Courses/Seminars/Webinars/Presentations

Please consider the following before submitting your content for CPD pre-approval:

Code of Ethics (based on NHAHA Code of Ethics (CoE) for Teaching 10.2):

- The presenter must conduct course/seminar in a proper manner that is mindful of the profession of topic and understand NHAHA Code of Ethics (CoE) policy.
- The presentation will be appropriate to ensure competency levels are within the activity of area of topic.
- Those presenting the course/seminar shall not use their influence over participants to promote or denigrate a particular company, product or individual.
- When speaking in public, the presenter/s shall clearly indicate which statements are opinions that conflict with or are contrary to those generally held by the profession or the Association (CoE 8.1)

Requirements to gain CPD pre-approval:

Facilitator and/or presenter:

- NHAHA Member number – ensure contact details are up to date **OR**
- Qualifications of practitioner/facilitator/presenter
- Full contact details for facilitator/presenter

Seminar/webinar/presentation:

- a comprehensive synopsis of the content
- learning objectives of each seminar/webinar/presentation.
- cited research included topic/subject.
- length (time) of seminar/webinar/presentation.
- cost to participant
- statement of attendance
- location (online; if face-to-face, where?)

Course:

- a comprehensive synopsis of the content
- subject's outlines and learning objectives for each module/unit
- cited research to be included for each module/unit
- full details of assessment for each module/unit
- length of the course
- cost to participant
- statement of achievement
- location (online; if face-to-face, where?)

Cost:

- Short Webinars/Courses with duration 1- 3 hours - \$50 plus GST.
- Long Course with greater than 3 modules or Book with greater than 3 chapters - \$100 plus GST
- If you wish to gain pre approval for your course, please provide the details and documents listed above.
- On receipt of documents we will forward our invoice.
- Payment is required prior to consideration of the material provided and is non refundable.