



Workshop Accreditation

for CEUs (continuing education units)

WORKSHOP ACCREDITATION

Thank you for your interest in having your workshop accredited by AMT.

AMT's workshop accreditation system is designed to:

- assist members in their workshop selection
- support quality workshop presenters by providing feedback, promotion and information
- provide and maintain a high standard in continuing education within the massage therapy profession.

Once your workshop has been accredited by AMT, participants will receive 5 CEUs for every hour of attendance. Members are required to obtain at least 100 CEUs per year to maintain their professional membership. Non-accredited workshops only attract 1 CEU per hour of attendance. This is our way of encouraging members to attend quality training that has been thoroughly assessed and vetted.

Benefits of workshop accreditation include:

- advertising in the AMT journal at member rates
- a listing in the AMT Journal under the 'Calendar of Events'
- a listing in the AMT website calendar of events
- a listing in our monthly electronic mail-out informing members of upcoming educational opportunities.

TYPES OF ACCREDITATION

AMT has three kinds of workshop accreditation to accommodate a range of scenarios:

- 1. Standard workshop accreditation** operates on a two-year renewal cycle. Once a particular workshop has been accredited by AMT, it is valid for two years from the date of issue regardless of how many times the content is presented. When a presenter has received accreditation for a single workshop, they can apply to have additional workshops accredited at a lesser fee (as per the fee schedule overleaf). They can also apply to have other presenters added to an existing workshop accreditation by submitting CV(s) for assessment.
- 2. One-off workshop accreditation** is designed to cater for special, one-off events such as presentations by high profile, international speakers visiting Australia. The aim of offering a one-off fee is to minimise the cost burden on the workshop organiser, facilitate the promotion of high-quality special events and ensure that AMT members receive the maximum quota of CEU points for attendance. If the workshop is likely to be repeated then you need to consider AMT's standard accreditation process.
- 3. Agency accreditation** is designed for major players in continuing education who provide multiple workshops for massage therapists and have an expanding scope of new workshops. The education standard and subject relevance would be consistent with an established track record of providing quality workshops. If you are interested in applying for agency accreditation, we advise you to contact AMT Head Office for more information on specific requirements.

STANDARD ACCREDITATION

Accreditation is valid for two years from the date of issue. Prices quoted include GST.

Once a presenter has accredited a single workshop, they can apply to have additional workshops accredited at a lesser fee, as specified in the table below.

	Initial Accreditation	Accreditation of additional workshops by the same presenter
For a workshop less than 3 days	\$240	\$80
For a workshop more than 3 days	\$280	\$95

REACCREDITATION OF WORKSHOPS WITHOUT CHANGES

	Cost per workshop
For a workshop up to 3 days	\$80
For a workshop over 3 days	\$100

ONE OFF ACCREDITATION

One-day workshop	\$120
Workshops longer than one day	\$140

AGENCY ACCREDITATION

Agency accreditation is \$750.00 and is valid for two years from the date of commencement. Renewals on request are \$750.00 for two years.

Agents are required to notify AMT in writing of all additions, deletions and changes to their programs.

A copy of the documentation for each workshop and presenter should be sent to AMT in advance for verification purposes.

Please complete the application form overleaf and provide the supporting documentation requested on page 7.

Before applying, we recommend that you review AMT's Code of Practice to assess whether your workshop falls within the endorsed scope of practice for massage therapy:

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AMT would appreciate your assistance in providing participants with a Certificate of Attendance showing the name, date and number of hours of the workshop.

APPLICATION FORM

This application may take up to a month to process. The application will not be considered if not accompanied by payment.

APPLICANTS DETAILS

Name:

Address:

Suburb:

State: Post code:

Contact number: Email address:

APPLYING FOR

Standard accreditation One-off accreditation Agency accreditation

WORKSHOP DETAILS

Workshop name	Name of presenter	Number of hours

APPLICATION FORM

PAYMENT DETAILS

Cheque or Money Order (made out to AMT) EFT (see payment details below)
Or please debit my visa/mastercard Cash

Cardholder's Name:

Card Number:

Cardholder's Signature: Expiry Date:

EFT PAYMENT DETAILS

Account Name: Association of Massage Therapists Ltd

BSB: 062-212

Account Number: 1034-0221

Payment Reference (To account description): Use Applicant's name

CHECKLIST

- Payment
- Supporting documentation
- Presenter details Workshop details Workshop description

Payment in full is required at the time of submitting this application. A refund of 50% will be issued if the workshop application is not approved. Refunds do not apply to applications for one-off accreditation.

Send all details and payment to:

AMT Ltd
PO Box 826
Broadway NSW 2007
Phone: 02 9211 2441
Fax: 02 9211 2281
e-mail: info@amt.org.au

OFFICE USE ONLY

Date application was received:

Date accredited:

Accredited by:

AMT requires you to submit the following documentation with your application.

Presenter details

- brief curriculum vitae of presenter and any assistants, including qualifications of the presenter and assistants, professional association memberships and two referees.

Workshop details

- name of workshop - the name should reflect the content of the workshop
- duration of workshop - how many hours per day and how many days of attendance
- written objectives - statement of what you are trying to achieve. What will the student be able to do / know by the end of the workshop
- cost to the participants - how much does the workshop cost to attend?
- copy of advertising - literature to be sent to prospective participants
- copy of certificate to be presented to the participant, clearly showing the name of the workshop, dates and hours of attendance

Workshop description

- detailed workshop outline / content of workshop
- copy of lecture notes
- copy of all notes distributed to the participants
- list of reference texts and textbooks recommended to the participants
- description of clinical practice - describe the hands-on component including the amount of time to be spent on theory and practical
- student/presenter ratio - maximum number of participants to one presenter

Please note:

AMT reserves the right to nominate a representative to attend the accredited workshop to ensure standards are met.

AMT reserves the right to issue a Workshop Evaluation Sheet to be filled in by participants of the workshop.

AMT guarantees that all course content material will be kept secure and examined only by the Education Committee unless permission is sought from the provider of the course. All documents remain the property of AMT and will be stored safely.

Send all details and payment to:

AMT Ltd

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