

ACM CPD Recognition

Application Form



Please complete this application form and submit a copy with the relevant application fee to one of the following:

Email Address: education@midwives.org.au

Postal Address: Australian College of Midwives
PO Box 965
Civic Square ACT 2608

Provider Details

Name of Education Provider or Organisation					
Title		First Name		Surname	
Position Title					
Address					
Suburb		State		Post code	
Telephone		Fax			
Email Address					
Do any providers or instructors have a commercial interest in the activity?					
If yes, has this been disclosed to prospective activity participants?					

Details of CPD Activity

Activity Title					
Type of Activity					
Duration in Hours of CPD*		(CPD Assigned in 0.25 increments only)			
Is this educational activity to be repeated or accessible more than once?					
If your response is YES, indicate how often this is to be repeated/accessible (select the most relevant)					
Proposed date/s of activity (release date for online education)					
Venue:					
Venue Address:					
Suburb		State		Postcode	
Please indicate how many people you expect to participate in this CPD activity					
Has this event previously received ACM CPD Recognition?					
If YES, have you ensured that previous feedback has been reviewed and where appropriate incorporated into the activity against which this application for ACM CPD Recognition is being sought?					
If YES, please provide the date that your activity was recognised for ACM CPD Recognition					

Activity Topics

The primary purpose of any CPD activity should be to enhance the provision of safe, high quality midwifery care.

Please state how this CPD activity achieves this aim.

How did you identify that midwives have a learning need in the topic area and that the proposed CPD activity meets this need?

Learning Outcomes and Educational Standards

Please provide description of the proposed CPD activity and state the intended learning outcomes. (You may use the learning outcomes that have already been developed for this activity, or alternatively, you may use the STAR format as described in the [ACM CPD Recognition Application Process - Information for CPD providers](#)).

Please provide details about the type of education activities, teaching aids or assessment methods that will be used to assist learners to achieve the learning outcomes as noted above

Please describe the evidence-base for the content of your CPD activity. If the program is ongoing, describe how you plan to ensure the content is based on the best available evidence for the duration of the CPD Recognition period.

Please provide the name/s of instructor/s or developer/s and include details of their educational qualifications and/or experience relevant to the topic area.

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Evaluation

Please attach a copy of the evaluation form that you plan to use for this activity. Alternatively, describe the method of evaluation and how you plan to utilise completed evaluations. If this is a previously recognised event, please provide information on how you have used your evaluations and if any updates have been made.

NOTE: If you do not have an evaluation form or process in place, we will provide you with the ACM's CPD Evaluation Form.

Please indicate if there is structured time planned within the proposed CPD activity for:

Questions and discussion relevant to individual midwives' practice.	<input type="checkbox"/>
Reflection on the CPD Activity	<input type="checkbox"/>
Provision/collection of feedback on the CPD activity.	<input type="checkbox"/>

Activity Website Listing

We will create one website listing per application. All listings will appear on the ACM's External CPD Events webpage (<https://www.midwives.org.au/cpd-recognised-events>).

The listing is created in the month that your activity is approved and be listed until your CPD Recognition period expires (e.g. 1/2/2017 until 30/4/2019). If your activity has multiple dates or locations, they will all be identified on the one listing. If you would like additional listings for your activity there will be a \$66 administration fee per additional website listing requested.

If you would like your activity listed on our website, please ensure you complete the details below.

Event Details

Activity Title			
Event Type			
Date of Activity		Time of Activity	
Thumbnail Comment			

About the Event					
About the Presenter (optional)					
Venue Name					
Address					
Suburb		State		Postcode	
Event Organiser Details					
Name					
Phone Number					
Email Address					
Website					
Please provide a suitable image for your activity/event or a company logo. Please also attach any promotional brochures for the activity/event.					

Payment Details

When an activity is granted ACM CPD recognition, it will be listed on the ACM External CPD Recognised Events page (<https://www.midwives.org.au/cpd-recognised-events>), which midwives access when they are looking for events that are local to them, or of a topic of interest to fulfil their CPD requirements. The activity coordinator will be provided with an Activity specific badge that can be placed on promotional/advertising materials and the certificate of attendance further identifying to participants that the activity has ACM CPD Recognition. ACM advises members of the new activities that have been granted ACM CPD Recognition via our electronic newsletter. All applications are valid for a period of 2 years once approved. There is a nominal application fee to cover the cost of assessment.

\$275.00* processing fee for all applications.

Please note: Applications will not be processed without payment of the above application fee.

** Prices are inclusive of GST, and also applies to online education or webinars that are available for more than one occurrence.*

Contact Person (if different from applicant)				
Telephone Number				
Billing Address				
Suburb		State		Post Code
Payment Preference	VISA (please complete card details below)			
	MasterCard (please complete card details below)			
	Electronic Funds Transfer Account Name: Aust College of Midwives BSB: 062-901 Account number: 10134702 <u>NOTE:</u> Please include ACM CPD, invoice number, and/or your company name in the reference field so we can allocate your payment. Please also attach a remittance notice/transaction receipt as proof of payment.			
	Pay on Invoice (please provide a purchase order).			
Promotional Code				
Cardholders Name				
Credit Card Number				
Expiry Date				
CSV/CCV				
Cardholders Signature				

Have you ensured that the following sections are complete and/or relevant documents are attached?

<input type="checkbox"/>	All sections of the application form are complete
<input type="checkbox"/>	A copy or outline of your program has been attached, including the following information: <ol style="list-style-type: none"> 1. Title of the CPD activity 2. Instructors and their qualification(s) 3. Timeline or estimated completion time, including discussion/question time.
<input type="checkbox"/>	For online courses – please provide a course outline and include average completion time.
<input type="checkbox"/>	A copy of the evaluation form (unless otherwise indicated in EVALUATION section)
<input type="checkbox"/>	Details required for website listing.
<input type="checkbox"/>	Payment details (i.e. have you completed the credit card section or provided a purchase order?)

Terms and Conditions

Please read and accept the following Terms and Conditions in order for your ACM CPD Recognition Application to be reviewed.

1. ACM CPD Recognition period

All applications when approved will be granted CPD Recognition for a period of 2 years. This allows applicants to undertake the activity as many times as desired in that 2 year period.

2. Renewal of CPD Recognition

Renewal of CPD Recognition must commence at least 2 months prior to expiration of the current CPD Recognition. A new application and processing fee is required. The ACM will endeavour to remind applicants of their upcoming expiry date, however it is ultimately the applicants responsibility to renew their activity within the allocated timeframe.

3. Amendments of CPD Recognised activity

If more than 10% of the recognised activity changes within the approved 2 year period of Recognition a new application must to be submitted, and will incur a new application fee.

4. Cancellation of CPD Recognition

The ACM reserves the right to withdraw recognition of CPD activities from applicants. This action will be undertaken in the event that the activity was not fulfilled according to the information presented in the application for recognition originally approved by the ACM.

5. Reviewing CPD Recognition Application Forms

ACM aim to return the outcome for CPD applications within four (4) weeks from the receipt of a completed application form. Should an applicant request that their CPD application is reviewed within a shorter timeframe, the following administration fees may be applied:

Standard ACM CPD Application Fee: \$275.00 per application (including GST).

Processing within 1 week from receipt of application: additional fee of \$182.00 (including GST).

Processing within 2 weeks from receipt of application: additional fee of \$121.00 (including GST).

ACM reserve the right to review and adjust the above fees at any given time and without notice.

6. Privacy Statement

The ACM's Privacy Statement (also referred to as Privacy Policy & available online at <https://www.midwives.org.au/privacy-policy>, or upon request) outlines the way in which the ACM will comply with the obligations under the Privacy Act. Please ensure that you read this Privacy Statement prior to completing this form.

7. Use of the ACM CPD Recognition Badge is subject to this license

Copyright of the ACM CPD Recognition Badge (also referred to as 'badge') is owned by the Australian College of Midwives (ACM). The ACM provides a license to use the ACM CPD Recognition Badge subject to these terms and conditions and solely at the discretion of the ACM. This license is revocable at any time and at the sole discretion of the ACM, it conveys a non-exclusive right to use the ACM CPD Recognition Badge, and it is non-transferrable. You cannot sub-license the ACM CPD Recognition Badge. For clarity, this is a license to use the ACM CPD Recognition Badge only. It does not constitute a license to use the ACM logo.

8. Term of license for the ACM CPD Recognition Badge

This license commences on the date outlined on the applicants ACM CPD Recognition Approval Letter, and ceases if the recognition period expires or upon notice by the ACM.

9. The ACM CPD Recognition Badge is not an endorsement.

The ACM CPD Recognition Badge is a way for businesses to show that their activity has been reviewed and recognised by the ACM as providing CPD opportunities to midwives. The ACM encourages members of the public to use the information/listings on their [External CPD Recognised Events](#) page to make informed decisions when selecting CPD activities as part of their ongoing professional development.

10. Use of ACM CPD Recognition within electronic and print media

The easiest and most cost effective way of using the ACM CPD Recognition Badge will be electronic media, such as on the applicant's website, email footer, social media and/or videos. Provided the activity has been recognised by the ACM, the applicant is welcome to use the ACM CPD Recognition Badge on print or display material, such as letterheads or banners, as long as the ACM CPD Recognition Badge is not presented in a way that may imply the ACM's endorsement of that material or its content. The ACM Recognition Badge should not be altered and can only be used in the format supplied by the ACM. If applicants are unsure about appropriate use of the ACM CPD Recognition Badge, they can contact the ACM's Education Unit on education@midwives.org.au.

11. Linking the ACM CPD Recognition Badge to the ACM's External CPD Recognised Events webpage

If an activity is recognised by the ACM and the applicant is using the ACM CPD Recognition Badge for electronic media, the ACM expects the applicant to hyperlink the ACM CPD Recognition Badge to their dedicated website listing on the ACM's External CPD Recognised Events webpage. This will give the public a direct link to the information the ACM holds about the recognised activity.

12. The ACM are unable to provide technical support

The ACM is happy to provide the ACM CPD Recognition Badge and some general instructions; however, we are not resourced to resolve any technical issues surrounding use of this image.

13. Dispute resolution

If you fail to comply with these terms and conditions, the ACM reserves the right to take action against you to enforce its copyright ownership of the ACM CPD Recognition Badge.

14. Acceptance

By submitting a CPD Recognition Application, you agree to these terms and conditions and agree to be bound by them. These terms and conditions may be changed or updated by the ACM.