



**ATMS Preferred Provider  
Continuing Education (CE) Activity  
Application Form**

*ATMS promotes and represents professional practitioners of natural medicine, who are encouraged to pursue the highest ideals of professionalism in their natural medicine practice and education.*

Leading the Natural Medicine Profession

## Welcome

Thank you for being an ATMS Preferred Provider and supporting ATMS and the natural medicine profession.

As a part of your Preferred Provider status, all Continuing Education (CE) activities run by your college are automatically recognised for the highest number of CE points available. We would however, like to extend an invitation to your college to apply to run CE activities exclusively for ATMS members at your college.

## Introduction

ATMS defines Continuing Education (CE) as the education of natural medicine practitioners to ensure they maintain and increase their knowledge, clinical skills, expertise and competence throughout their professional career.

CE consists of any educational activity which helps to maintain, develop or increase knowledge, problem-solving, technical skills, clinical outcomes, effective client management or professional performance standards, all with the goal that natural medicine practitioners can provide better health care for their clients.

ATMS philosophy is that consumers of natural medicine services have the right to expect they will be treated in a competent, safe and effective manner that meets the best practice standards of health care within Australia. Therefore it is a requirement that all accredited members undertake CE every year.

ATMS currently accredits the following 26 different modalities.

- |                           |                            |                           |
|---------------------------|----------------------------|---------------------------|
| • Acupuncture             | • Hypnotherapy             | • Polarity Therapy        |
| • Aromatherapy            | • Iridology                | • Reflexology             |
| • Ayurveda                | • Kinesiology              | • Remedial Massage        |
| • Bowen Therapy           | • Lymphatic Drainage & CDT | • Shiatsu                 |
| • Chinese Herbal Medicine | • Myofascial Dry Needling  | • Sports Massage          |
| • Chinese Massage         | • Myofascial Release       | • Thai Massage            |
| • Chiropractic            | • Naturopathy              | • Tibetan Medicine        |
| • Counselling             | • Nutrition                | • Western Herbal Medicine |
| • Homoeopathy             | • Osteopathy               |                           |

To ensure that our members have access to a wide range of CE activity topics, ATMS are now incorporating Preferred Providers into our CE Activity Calendar.

## The ATMS CE Calendar

ATMS runs a number of CE Activities every year including seminars, webinars, conferences and workshops held throughout Australia. These are all organised and advertised from within our office. The ATMS CE Activity Calendar will now include ATMS exclusive CE Activities run by Preferred Providers.

The benefit for both the members and the Preferred Provider with this new CE model is significant. Not only will members have more access to CE Activities that are more appropriate to the modalities that they are accredited in, but also allows the Preferred Provider a new avenue for advertising their college. ATMS will market the CE Activities via the Journal, Wise-N-Well eNewsletter, Website and Social Media.

It is of note that Preferred Providers are restricted to the delivery of 20 CE Activities nationally during a calendar year.

## Application & Approval Process

The ATMS Preferred Provider will need to fill out the attached application form and return this to the ATMS office. Preferred Providers will, as part of their application process, provide for consideration:

- Bios of presenters, including their qualifications and past history in delivery of similar events
- CE Activity topic (and where possible CE Activity title)
- A list of proposed dates and locations

This will then be reviewed by the ATMS Office. Should a Preferred Provider have a CE Activity which is not related to an existing ATMS modality, the CE Activity will be referred to the Continuing Education Committee for review. CE Activities can also be delivered around related services not just modalities, including networking, marketing and other business topics.

Once the Preferred Provider has been officially approved to deliver CE Activities as part of the ATMS CE Calendar, the ATMS Office will review the topics, dates and locations to ensure that this fits in around other CE Activities in the same or similar location etc.

Where not all dates or locations are approved, the college will be notified and where possible, will be provided with other dates or locations that are suitable, ensuring the best possible outcome for the Preferred Provider, ATMS and Practitioners alike.

Once the topics, dates, locations and presenters are approved, the Preferred Provider is required to forward the following to the ATMS Office no later than eight (8) weeks before the scheduled CE Activity. This information is required to develop the flyer and online booking for the event.

- Preferred Provider Logo
- Topic Summary (a few paragraphs outlining what the CE Activity covers and why ATMS members should attend)
- Presenter Bio and Photo
- Full venue address
- Specific practitioner / attendee requirements (i.e. Must be a Naturopath, or hold a minimum of a Diploma level Remedial Massage qualification or must bring towels and oil, etc,)
- Lunch facilities (i.e. whether this can be purchased at venue, locally or whether attendees need to bring their own. This is separate to the morning tea refreshments which must be supplied by the Preferred Provider)

Due to the number of CE Activities that will be listed on the ATMS CE Calendar, it is advisable to provide the above information shortly after initial approval to ensure as much advertising for that CE Activity as possible.

Failure to provide the required information / documentation to advertise the event may result in the scheduled CE Activity being cancelled. Repeated occurrences may result in the approval being rescinded.

## The CE Activity Event

Both ATMS and the Preferred Provider will advertise your approved CE Activities which are exclusive to ATMS members. Whilst these CE Activities will be promoted to ATMS Accredited members, Students undertaking an appropriate course may also be register to attend the CE Activity.

ATMS will collect and process the registration form and monies paid by the attendees.

ATMS will notify the Preferred Provider of the number of bookings upon request. ATMS will, no less than 7 days prior to the scheduled CE Activity, liaise with the Preferred Provider to confirm whether the number of registered attendees are sufficient for the scheduled CE Activity to proceed.

Should the scheduled CE Activity proceed, ATMS will send a parcel to the venue with the attendee list, name tags, certificates of attendance and show bags. The details of any late registrations will be emailed the afternoon of the last working day before the scheduled CE Activity.

On the day of the scheduled CE Activity, a representative for the Preferred Provider will be required to sign-in the attendees, including writing the name and ATMS number of members who do not appear on the attendee list or additional booking list emails. This will need to be returned to ATMS to confirm the attendance of members. In cases where attendees cannot enter the venue without pre-organised access codes, security passes or other security measures it will be the responsibility of the Preferred Provider and/or the Preferred Provider Representative to deal with these issues. It is of note that there will be no ATMS staff available for phone support for attendees unable to enter the premises due to the Preferred Providers' own security measures.

It is expected that the Preferred Provider will provide morning tea and that healthy options including herbal teas, fruit and soy milk etc are offered.

At the conclusion of the event, the Certificates of Attendance are to be handed out and where a participant does not have a certificate included, their name (and their ATMS Number) needs to be listed / or indicated on the attendee list so that the ATMS office may issue these post event.

The Attendee List needs to be returned to the ATMS office along with any unused show bags in the self-addressed return satchel.

A post CE Activity event report needs to be submitted to the ATMS office within 14 days of the event.

ATMS will survey attendees post event and collate and provide this feedback to the Preferred Provider.

The Preferred Provider will need to invoice ATMS after the CE Activity has been completed.

### Invoicing and Payment

The Preferred Provider will need to invoice ATMS at the completion of a CE Activity. A payment of a maximum of \$2,000.00 (per day for each CE Activity delivered) will be paid to the college. The \$2,000.00 covers:

- Venue Hire
- Presenter
- Administration Support
- Morning Tea
- Notes

No additional payments will be made to cover the compilation of the CE Activity, notes, hire equipment or any other additional expenses that may be incurred by the college.

Where a scheduled CE Activity is cancelled or postponed, no payment will be made.

Should the Preferred Provider cancel the CE Activity less than 7 days from the scheduled activity, penalties will apply.

On receipt of invoice, ATMS will make payment within 30 days from the date of the invoice.

## Terms and Conditions

ATMS reserves the right to change the ATMS Preferred Provider CE Activity Approval scheme, including but not limited to the Application Process, Terms and Conditions, Payment or Eligibility requirements from time to time.

ATMS Preferred Provider CE Activity Approval is at all times at the sole discretion of ATMS, and may be withdrawn or varied at any time.

The following are the requirements that ATMS would expect the ATMS Preferred Provider will adhere to before approval is granted.

### *Preferred Providers Requirements*

- Must be an ATMS Preferred Provider
- Must have an ABN
- Must have Certificates of Currency in Professional Indemnity and Public Liability Insurance
- Have in place OHS plan and procedure for venue
- Prepared to deliver programs of no longer than 2 days
- Prepared to exclusively offer these programs to ATMS members
- Prepared to introduce an ATMS information stand at college
- Prepared not to overtly promote other products, qualifications or courses delivered by the college during the CE event
- Prepared to undergo not less than an annual inspection of college/venue to ensure standards are maintained
- Prepared to uphold the philosophy of the ATMS Continuing Education Program and the ATMS Code of Conduct.
- The college must provide an admin person to assist on the day of presentation with welcome, sign-ins, general information including dealing with venue access issues. The contact phone number for this person will need to be supplied and will be given to attendees.
- Provide ATMS with post event feedback after each CE activity
- Colleges would be expected to offer a 'healthy' range of options for morning tea– including herbal teas, fruit, soy milk
- If the Presenter, for any reason, becomes unavailable to deliver the presentation the Preferred Provider needs to inform ATMS immediately. A proposed alternate presenter (including their qualifications and past history in delivery of similar events) can be offered by the Preferred Provider. Should the proposed alternate presenter be approved, a bio and a photo is required to amend the advertising.
- the Preferred Provider is required to forward all required information to the ATMS Office no later than 8 weeks before the scheduled CE Activity
- Preferred Providers are restricted to the delivery of 20 CE Activities nationally during a calendar year. The copyright of programs delivered remain the property of the presenter / preferred provider.
- Photographing CE activities in session is allowed for marketing / advertising purposes providing the members specifically agree to their photo being taken.

### *Presenter Requirements*

- The Presenter will hold qualifications appropriate to the presentation topic being delivered.
- Must have current first aid and professional indemnity insurance (if not covered by the College's own insurance).
- Experience presenting seminars, workshops or webinars to qualified healthcare practitioners.
- Prepared to uphold the philosophy of the ATMS Continuing Education Program and the ATMS Code of Conduct.
- Agree not to teach or advocate practices or techniques which contravene ATMS current policies or position statements.
- Prepared not to overtly promote other products, qualifications or courses delivered by the college during the CE event
- The Presenter will start and complete the presentation at the agreed to time.
- The Presenter will not denigrate any other person or system of healing at any time during their presentation.
- The Presenter will not promote, advertise or publicise a branded therapeutic good, branded

therapeutic device, self-authored book, self-authored CD or training program in the seminar/workshop without written consent from ATMS. The written consent must be finalised ten days prior to the seminar, workshop or webinar date. Please contact the ATMS Office for the appropriate form.

- The Presenter will not distribute any information (in whatever form) about a branded therapeutic good, branded therapeutic

device, self-authored book, self-authored CD or training program in the seminar/workshop without written consent from ATMS. The written consent must be finalised ten days prior to the seminar, workshop or webinar date. Please contact the ATMS Office for the appropriate form.

- Will, for ATMS records only, supply good quality notes/material for the CE Activity to the ATMS Office

### **Venue Requirements**

Generally the times for activity delivery will be 9.00-9.30am through to 4.00-4.30pm, depending on participant numbers and course content.

Venues should generally be large enough to hold between 50 to 100 attendees.

Where Bodywork (massage related) courses are to be delivered, it is expected that attendees are to provide their own table. Additionally, due to the 'hands on' delivery of the programs, participation numbers are restricted to 30 to ensure a positive experience for presenter and participant.

It is of note that ATMS may undertake an annual inspection of college/venue to ensure the required standard is maintained.

### **ATMS Requirements**

ATMS will ensure that all Preferred Providers approved to deliver CE Activities, as a part of the ATMS CE Calendar, are treated equally.

ATMS will market the events via the ATMS Journal, the eNewsletter 'Wise n Well', website and social media.

ATMS will look after the collecting and processing of CE Activity registrations.

ATMS will, no less than 7 days prior to the event, liaise with the Preferred Provider to confirm whether the number of registered attendees are sufficient for the event to proceed. In the event of insufficient bookings, ATMS has the right to cancel or postpone the event.

ATMS will send the following to the venue in the week leading up to the event:

- Attendee List
- Attendee Name Tags / Stickers
- Certificate of Participation
- Seminar bag including pen, pad of paper, CE Record, other general information/flyers etc
- Self-addressed return satchel for sending back any spare bags, as well as attendee list showing attendance.

ATMS will provide feedback to the Preferred Provider following collation of results received by post event survey

Will pay invoices within 30 days from date of invoice.

In the event that any mediation needs to take place, the Chair of CEC, President of ATMS and CEO will precede.



## ATMS ATMS Preferred Provider CE Delivery Application Form

Preferred Provider (College) Name: \_\_\_\_\_

### Preferred Provider Contact

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### Proposed Activities *(limit of 20 activities to be held nationally per year)*

Topic	Presenter	Duration*	Location <i>(Suburb &amp; State)</i>	Date

\* Generally, the times for the CE Activity delivery duration will be 9.00-9.30am through to 4.00-4.30pm, depending on participant numbers and course content and must include a morning tea and lunch break. If the CE Activity is not a full day, please specify hours above and the proposed start time.

## **Checklist**

In order to have this application assessed the following supporting documentation must be included.

- ☐ Completed and Signed Application and Declaration Form
- ☐ A list (of up to 20) proposed CE activities to be listed in the ATMS Calendar
- ☐ The Bio, including qualification and past history of delivering similar events, for each and every presenter

Once the CE activities have been approved, the following documentation must be provided to the ATMS office no less than 8 weeks before the scheduled CE activity.

- Preferred Provider Logo
- Topic Summary (a few paragraphs outlining what the CE Activity covers and why ATMS members should attend)
- Photo of Presenter for marketing / advertising purposes
- Full venue address for each approved CE activity
- Specific practitioner / attendee requirements (i.e. Must be a Naturopath, or hold a minimum of a Diploma level Remedial Massage qualification or must bring towels and oil, etc.)
- Lunch facilities (i.e. whether this can be purchased at venue, locally or whether attendees need to bring their own. This is separate to the morning tea refreshments which must be supplied by the Preferred Provider)
- A copy of the CE Activity notes or materials for ATMS record use only

ATMS reserves the right to request additional information as required. Failure to provide any additional information may result in the rejection of the application or the removal of any granted approval.

## **Declaration**

I certify that I am authorised to make this application and have read the Application Form. By applying to deliver ATMS CE, I declare that I have read, understood and accept the Terms and Conditions. I accept that any approval granted is at all times at the sole discretion of ATMS, and may be withdrawn or varied at any time.

I declare that the information supplied on this application form and any additional supporting documentation does not contain false or misleading statements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Position: \_\_\_\_\_

Please return this completed application form and all required supporting documentation via post or email to:

Continuing Education Officer  
Australian Traditional Medicine Society  
PO Box 1027  
Meadowbank NSW 2114

Email: [info@atms.com.au](mailto:info@atms.com.au)