



Personal Development School

Application for Course Endorsement

This form is to be used for courses over two days' duration.

One completed submission should go to the Dean of the Personal Development School, and a copy of all items to IKC head office in Australia. "Course" means workshop, class, course, etc. Applications must be made in English. If translation is required, this must be done at the expense of the applicant.

Part 1

Name of applicant:	
Name of author:	
Contact information:	
Name of course:	
Amount of classroom hours:	
Amount of distance study hours (if applicable):	E.g. workbook, home assignments and preparation, etc. Provide details.

The following must be included in the submission (tick box):

Copy of class manual(s)	
Copyright statement by author / owner of course	
Approximation of hours (practical and theory)	
A list of references and acknowledgements	
Aims and objectives of the course	
Advertising and promotion material if available	
Lesson plan for delivery of class material	
Learning outcomes for participants	
Class evaluation / feedback form	
Details of knowledge assessment, including marking guide (practical, oral, written, case studies) if applicable	
Prerequisites for participants	
List of current instructors	
Copies of certificates currently being issued (specify attendance and / or competency)	
Submission fee has been included with this submission, or has already been sent to IKC head office (please provide details)	
If the applicant is not the author of the course or workshop, a letter from the author or copyright owner giving permission for the application must be included in the submission. Please give reasons why the author did not make the application.	

Part 2

- 2.1 The PD School Dean and Board will use the following guidelines to determine accreditation / endorsement suitability
- 2.2 The course has been taught to at least 30 people (please provide feedback forms or class rosters).
If this information is not available, the course may be taught as “pre-accredited” for up to a maximum of 18 months when it will be reviewed. A supplementary review fee may be required at that time.
- 2.3 The course promotes kinesiology and the self responsibility / educational model
- 2.4 A submission fee for up to 8 days: €180; 9 -16 days: €15 per day; 17 days and over: €7.50 per day has been paid to the IKC
- 2.5 The author accepts and abides by the Aims and Purposes of the IKC, its By Laws and Code of Ethics
- 2.6 Once accredited, course authors agree to issue IKC endorsed certificates to participants attending their courses.
- 2.7 The PD School Dean and Board reserve the right to remove an accredited course from the list of PD School endorsed courses if the course author fails to comply with the conditions of endorsement

I agree to the conditions as set by the IKC	
I understand the submission guidelines, and that acceptance of the submission by the PD School Dean does not imply approval of my submission. I will be advised in writing of the outcome.	
I understand that all submitted elements of this submission regardless of the outcome will not be returned	
I agree to give up to date information to the IKC about changes to the workshops or workshop material	
I give permission for details of my successful submission to be published on the IKC website	

Signature of applicant / author:

Please print name:

Date of submission:

Submission details

Please send, via email, one copy of your completed submission to each of the following:

Personal Development School Dean
Ms Ger Casey
ger@kinesiologycollege.com

International Kinesiology College Registrar
Ms Julie Rolleston
registrar@ikc-info.org

Payment details:

Credit Card through Paypal via IKC website www.ikc-info.org

Please allow a minimum of 90 days for processing of applications.

Please note: extra fees may apply if your submission is incomplete