



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)	<input type="checkbox"/>
Copyright statement by author / owner of course	<input type="checkbox"/>
Approximation of hours (practical and theory)	<input type="checkbox"/>
A list of references and acknowledgements	<input type="checkbox"/>
Aims and objectives of the course	<input type="checkbox"/>
Advertising and promotion material if available	<input type="checkbox"/>
Lesson plan for delivery of class material	<input type="checkbox"/>
Learning outcomes for participants	<input type="checkbox"/>
Class evaluation / feedback form	<input type="checkbox"/>
Details of knowledge assessment, including marking guide (practical, oral, written, case studies) if applicable	<input type="checkbox"/>
Prerequisites for participants	<input type="checkbox"/>
List of current instructors	<input type="checkbox"/>
Copies of certificates currently being issued (specify attendance and / or competency)	<input type="checkbox"/>
Submission fee has been included with this submission, or has already been sent to IKC head office (please provide details)	<input type="checkbox"/>
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.	<input type="checkbox"/>

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 the self-responsibility / educational model to enhance the skills of professionals
- 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. This may include non activity for a period of six months.

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 Sylvia Marina
info@sylviamarina.com

International Kinesiology College Registrar
registrar@ikc.global

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