



## *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**

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

#### **The following must be included in the submission:**

- 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.

Providing a vehicle for international recognition, spread, support and access for kinesiology based on the self - responsibility model and educational model in a win-win situation.

## 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)
- 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

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- 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:

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### 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](mailto:ger@kinesiologycollege.com)

International Kinesiology College Registrar  
Ms Julie Rolleston  
[registrar@ikc-info.org](mailto:registrar@ikc-info.org)

### Payment details:

**Credit Card through Paypal via IKC website [www.ikc-info.org](http://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