

IMUNE Seminar certification possibilities.

DRAFT

Issue 1.1 6th March 2006.
Updated 2nd August 2006.

You may of course issue your own Certificates of Attendance/Training: these can not state any IMUNE sponsorship etc. unless one of the routes below is adopted. If the presenter holds a current IMUNE Trainers certificate then this can be referenced alongside the trainer's name.

CEU/CPD Credits towards IMUNE International License (IL) renewal

The IL is valid for 1 or 3 years and part of the re-licensing process is continuing education credits (CEU'S-CPD'S). The process is:

1. IMUNE is approached at least 2 months in advance of the seminar
2. The program is provided together with presenters topic areas and bio's
3. IMUNE will allocate how many hours credit and at which Level of Imune Licenses they apply. Normally this will be one credit per attendance hour. This allocation applies if the presentation is totally educational. It does not apply to presentations that are promoting products.
4. Where there is a *product promotion element* then the product information must be stated. The application form details this. It is preferred that:
 - a. Education and product promotion are very distinct
 - b. They are separated into 2 distinct time slots.
 - c. It is stated on the program that the presentation is product related or contains product promotion.
5. IMUNE will advise wording to be on certificates
6. The organiser will be responsible for
 - a. Preparation and issuance of certificates.
 - i. The student will be issued with a record certificate of training. For live classes the organiser will issue the certificate according to a structure set by IMUNE: the key criteria are set out on the document referenced below.
 - ii. For distance courses IMUNE will email document that may be printed and framed for that module.
 - b. Providing to IMUNE a list of attendees and credits with full contact details in XL format (format provided by IMUNE)
 - c. Printing and inclusion of information relating to the Credits (information form provided by IMUNE)
 - d. Keeping an electronic and hardcopy record of certification issued.
 - e. Provision of feedback in format provided by IMUNE.
7. There is a fee of \$200 (USD) to be paid by the organiser for this facility to cover the IMUNE admin costs. This fee applies to each course whether or not it is a repeat.

Credits for IMUNE International Licenses: independent courses

Thus applies where the organiser/teacher is operating a course for which they want an IMUNE association.

The IMUNE syllabus contains core and supplement modules. Depending on the course content and presenter qualifications then the module may be offered as part of the IMUNE licensing process. This has a number of criteria including:

1. The presenter credentials must be submitted, unless already on record.
Generally teachers will need to:
 - a. Have had a minimum experience with the device, in presenting, in their topic area.
 - b. Submit a detailed syllabus
 - c. Conform with the IMUNE requirement to include certain aspects (e.g. topic principles/theory, device facilities, real client integration, reading list, pre-course study requirements)
2. The presenter must submit multiple choice exam questions which IMUNE Board will review and tailor for an on line exam. In certain cases there will need to be course work submissions: the teacher will be responsible for setting, marking and providing marking information.
3. License credits will only be available when the student has taken the on line exam after payment and completed to the teachers requirements any course work.
4. The teachers return is:
 - a. Course costs
 - b. Enhanced marketing by reference to IMUNE. The Organiser may use the wording below in promoting the course.
5. The student will be issued with a record certificate of training- this essentially provides a record for the student and serves the following purposes:
 - (1) It provides the student with a certificate for record/display which contains the CEU credit information should they not wish to use the training to take the examinations. This is needed for IL renewal.
 - (2) It provides documentation to submit if required for credits towards an International License qualification.
 - b. For live classes the organiser will issue the certificate according to a structure set by IMUNE: the key criteria are set out on the document referenced below.
 - c. For distance courses IMUNE will email document that may be printed and framed for that module.
6. There is a fee of \$200 (USD) to be paid by the organiser for this facility to cover the IMUNE admin costs. This fee applies to each course whether or not it is a repeat.
7. IMUNE will host and operate the on line examination. It will advise students and the organiser/teacher of results.
8. IMUNE will be paid directly by the student for the examination and qualification issuance. (This fee is nominally \$ 100 but is subject to variation in specific circumstances). There is no payment to the organiser/trainer for this process.

9. When all the requirements of a level have been completed the module will be listed on any subsequent IMUNE International License.

Credits for IMUNE International Licenses: IMUNE Courses

They are specific arrangements where a teacher wants IMUNE to organise/sponsor their course. This is addressed on a case by case basis by application to IMUNE administration,

Principles of course/seminar module construction

Each module will be constructed as 3 aspects:

1. Fundamental principles
2. Device facilities
3. Integration into practical application

The seminar module review will ensure that all 3 elements are in place.

Associated Information

- Promotional wording- a special logo will be available stating IMUNE CEU Approved.
- Certificate of Training: specific requirements (information to be included on documents)- this will be provided by IMUNE when your application is processed. You will issue certificates using IMUNE reference codes provided
- Submission form for CEU
- IMUNE Feedback forms.

Promotional Wording

Continuing Education Units

This course (seminar) has been approved by IMUNE for **XXXX** Continuing Education Units according to IMUNE requirements for the renewal of IMUNE International Licenses and can be applied to the qualification levels listed. The credits are valid for 5 years from course date. A certificate of Training will be issued on completion of the training. For full details of IMUNE visit www.imune.net.

*Credits used for International License Qualifications are not available for CEU's.

International License (IL) Course

This course has been reviewed by IMUNE and is accordance with criteria for:

Qualification: xxxxxxxxxxxxxxxx
Core Course Module: xxxxxxxxxxxxxxxx
Supplement Course Module: xxxxxxxxxxxxxxxx
Supplement Course Credits: xxxxxxxxxxxxxxxx

The course entitles the student to take the associated on line examination. The process and fees together with details of IMUNE courses and examinations is available on www.imune.net. The exam access is valid for 1 year from course date- the exam must be taken within 1 year of the course. Passed exams are valid for IL credit use for 3 years from date of exam submission.

A certificate of Training will be issued on completion of the training.

* Alternatively attendance can be used as Continuing Education Units according to IMUNE requirements for the renewal of IMUNE International Licenses and can be applied to the qualification levels listed. Credits used for International License Qualifications are not available for CEU's.

Submission form for IMUNE CEU/ Credits

Please complete in the format below: this will facilitate more efficient processing of you application.

Course- Seminar Summary

Seminar Organiser- Course Operator

Organization	
Contact person	
Address	
Telephone	
Fax.	
Email	
Website	

Seminar- Course Logistics

Location	
Title	
Dates	
Contact person	

Course Details

Topic	Presenter	Hours Educ ⁿ	Hours Prom ⁿ	Application for	
				CEU	ILC

CEU = IMUNE continuing education credits

IL = IMUNE international License course

Presenter Details**One form should be completed for each presenter.**

Previously submitted Yes [] No []

Name

Qualifications (or attach CV)

IMUNE Trainer Qualified? Yes [] No []

Level

Cert. No

Date Issued

No. times presenter has delivered this course: []

1	a	Is the course totally educational?	Yes	No
		OR		
	b	Does the course include product promotion		
2		If yes to B then please provide the following information:		
	a	Is the product <i>hardware</i>		
	b	Is the product <i>software</i>		
	c	Is the product for use directly connected to the device?		
	d	Is the product for use during a live session		
	e	What part of the presentation is		
		o Promotional only		
		o Educational only		
		o Integrated educational and promotional		
	f	Are the two aspects totally segregated? (It is preferred that the time slots are totally separate, preferably by a time break)		

Information requirements**Please include**

	Item	Included?
	Product Information (if relevant)	
	Seminar Outline	
	Seminar Promotional Material	
	Seminar time & topic structure	
	Handout/course material	

Additional Information for International License (IL) Credit Applications

Taking a course alone does not confer any credits: it will generally provide access (after registration and additional payment to IMUNE) to the examination and any other evaluation requirements (e.g. course work, clinical submissions etc.)

There are two types of IMUNE course modules and two possibilities within each.

The module types

1. *Core Modules* that have a set structure and existing IMUNE examination. These are mandatory modules to be passed as part of the IL.
2. *Supplement modules*: there is a listing that the student selects from. Each module has a number of credits allocated. The student must take enough modules to exceed a target number of credits.

The possibilities

- a. *Type 1*: have an established structure and existing IMUNE examination. Course operators must submit course details to conform with this and prepare relevant
- b. *Type 2*: are not IMUNE listed. The applicant must submit full details of the proposed course to demonstrate compliance with IMUNE course structure details,

In both cases there will be a provisional course approval this becoming firm after the first course has been reviewed.

IL Application Supplementary

		Yes	No
<i>Application for Core Module</i>			
Module name			
	Previously taught?		
<i>Application for Supplementary Module</i>			
<i>Existing IMUNE Module?</i>			
Module name			
	Previously taught?		
<i>New IMUNE Module?</i>			
Module name			
	Previously taught?		
<i>Scheduled date first course</i>			

Please submit full details of:

	Item	Included?
	Outline Description	
	Promotional Wording	
	Detailed Time Schedule	
	Detailed Topic Listing	
	Listing of handout/course material	
	Preparation requirements	
	Entry pre-requisites (must be on promotional material)	
	Assessment methods proposed (1)	
	Course evaluation form	

Notes:

- (1) The presenter must submit multiple choice exam questions which IMUNE Board will review and tailor for an on line exam. IMUNE will operate and charge for the exam and such fee will be to IMUNE account only. In certain cases there will need to be course work submissions: generally the teacher will be responsible for setting, marking and providing marking information and must include for this in their costing. In this case both the assessment detail and marked studies will be subject to IMUNE review/validation. Any cost associated with this will be identified and included in the IMUNE exam cost.

	Yes	Details included?	Do you currently have any of these in place as part of your course?
On line Exam			
Case studies			
Observed clinical performance			
Assignments(e.g. essay)			
Other			

For IMUNE use
Date Application received
Date First course

Payment processing

Fee \$ 200 (USD)

Payment method