**APPLICATION FOR DTAA ENDORSEMENT OF CPD ACTIVITIES**

This document enables you to apply to the DTAA for Continuing Professional Development (CPD) endorsement for an activity being hosted either independently or by the DTAA.

CPD is the means by which practitioners broaden and deepen their knowledge, skills and awareness, to develop and maintain the personal and professional qualities necessary for the effective practice of dance movement therapy. The DTAA’s CPD requirements for presenters and activities are intended to support DTAA Members to maintain currency of practice in the dance movement therapy field.

**GUIDELINES FOR DTAA-ENDORSED CPD ACTIVITIES**

These guidelines aim to ensure that CPD activities endorsed by the DTAA are: of sufficiently high quality to make a contribution to DTAA members’ development as practitioners; are well planned, evidence-informed and incorporate learning objectives.

To receive endorsement, activities should be led by suitably qualified and experienced practitioners, including:

- Professional Members of DTAA; or

- Registered members of other DMT Associations, creative arts therapy associations, or relevant professions; or

- Presenters recognised by the DTAA as having advanced expertise in the topic being addressed. This might include topics outside DMT such as neuroscience, trauma or disability that are relevant to the professional development of Dance Movement Therapists.

**THE APPLICATION PROCESS**

CPD endorsement should be applied for at least two months prior to each activity, by:

1. Filling out the application form (see page 2)
2. Paying the A$30 administration fee\* via EFT to the DTAA’s bank account:

 BSB: 033095

 Account: 330037

1. Submitting your application - Check you have completed the application form, attach the receipt for your administration fee (if applicable) with any supporting documentation and email to admin@dtaa.org.au with Subject: (Event Name) CPD application.

\* DTAA Professional Members and DTAA-Invited presenters are exempted from the fee.

**POST-EVENT REPORTING**

As part of this application, presenters agree to confirm the hours attended by each DTAA member wishing to receive CPD recognition. It is the responsibility of the presenter to confirm start and finish times and lunch or dinner breaks and the total number of hours attended by each person. Where an attendee has been unable to attend the full workshop, it is expected that this information will be provided to the DTAA. Ideally, the report should be emailed to admin@dtaa.org.au no later than one week after the completion of the event with Subject: (Event Name) CPD Report.

**APPLICATION FOR DTAA ENDORSEMENT OF CPD ACTIVITY**

**Name of Applicant:**

**Organisation Name (if relevant):**

**Contact phone: ( ) email:**

(please indicate)

☐ DTAA-Invited Presenter ☐ DTAA Professional Member ☐ Other Professional

**Title of proposed activity:**

**Date:** **Location (city and state/country):**

**Venue:**

**Time** (start/finish and break times each day):

**Total CPD hours:**

(Please note: Successful applicants will receive notification of endorsement for a total number of CPD hours together with the applicable DTAA CPD category code/codes.)

**Brief description of activity:** (up to 150 words)

**Name of presenter/s:**

**Target audience:**

**Brief bio of each presenter:** (up to 150 words, including qualifications, professional registration, expertise/experience related to the material being presented in the workshop (can attach supporting documentation):

**Three learning objectives for the activity:** (what will participants know or be able to do better after the activity?)

**1.**

**2.**

**3.**

**Three references related to the activity:**

**1.**

**2.**

**3.**

**What is the evidence that this activity will support dance movement therapists in their work?**

**Please add any further information to support your application.**

**Before you submit your application, ensure you have:**

1. **completed the application form**
2. **paid the administration fee (if applicable) and attached the receipt**
3. **attached any supporting documentation**

**Once complete, please email to** **admin@dtaa.org.au** **with the Subject: (Event Name) CPD application.**

***Thank you for your application.***

|  |  |
| --- | --- |
| **Office Use Only** | Application Approved Yes/NoApplicant advised of outcome Yes/NoNo. of Hours CPD Category/ies  |