**NZAPH Assessment & Accreditation Procedure for Hypnotherapy Training Courses**

The New Zealand Association of Professional Hypnotherapists aims to ensure the highest standards of hypnotherapy education and practice. This procedure outlines the process for hypnotherapy training courses seeking accreditation, aiming to produce graduates eligible for registration with NZAPH and recognition by relevant complementary medicine regulatory bodies in New Zealand.

**Notes for Guidance**

* **Application Requirement**: Each course requires a separate Application for Assessment & Accreditation Form and the associated fee.
* **Prospectus Requirement**: A detailed prospectus is mandatory for course consideration, providing comprehensive information on the course content and structure.
* **Qualified Instructors**: Instructors must have a minimum of two years of professional experience post-qualification. Trainee instructors may participate under supervision.
* **Assessment Standards**: An independent qualified person must be available for student assessment, ensuring unbiased and comprehensive evaluation.
* **NZAPH Registration**: Training providers must inform graduates about their eligibility for NZAPH registration and are encouraged to promote NZAPH membership.
* **Accreditation Benefits**: Includes NZAPH affiliation, standardised qualification recognition, promotional support, and eligibility for fast-track registration with recognised regulatory bodies.
* **Application Fee**: Details the non-refundable fee required for processing the application.
* **Contact Information**: Provides contact details for NZAPH administration for queries regarding the application process.

**Accreditation Criteria**

Divided into three levels:

* **Foundation Level**: Specifies the minimum hours, including guided and home study, and outlines the expected content for the prospectus, qualifications of staff, course content, reading list, and assessment methods.
* **Practitioner Level**: Sets out requirements for total hours, guided learning, directed learning, and home study, detailing the prospectus contents, staff qualifications, course content, and assessment criteria.
* **Advanced Level**: Available upon request, detailing higher-level training expectations and requirements.

Each level has specific criteria focusing on educational hours, curriculum content, instructor qualifications, and assessment protocols to ensure comprehensive training and competency of graduates.

**Benefits of Accreditation**

* Recognition and affiliation with NZAPH.
* Access to professional resources and networks.
* Promotional support through NZAPH platforms.
* Eligibility for regulatory body registration.

**Application Form**

Includes sections for training organisation details, course title, contact information, declaration of original work, and acknowledgment of NZAPH standards and inspection rights. Payment options for the application fee are detailed, with instructions for submission.

**NZAPH Training Course Accreditation Application Form**

**Training Organisation Details**

**Name of Organisation:**

**Address:**

Street:

City:

Post Code:

Country:

**Contact Person:**

**Position:**

**Telephone:**

**Email:**

**Website:**

**Course Details**

**Title of Course:**

* + **Level of Accreditation Applied For:** (Please tick one)
	+ Foundation Level
	+ Practitioner Level
	+ Advanced Level

**Course Duration:**

* + **Total Number of Hours:**
	+ Guided Learning Hours:
	+ Directed Learning Hours:
	+ Home Study Hours:

**Prospectus Submission**

I/We have enclosed a digital copy of the course prospectus.

**Instructor Qualifications**

* **Please provide details of the qualifications and experience of the main course instructor(s):**

**Course Content and Assessment**

* **Briefly describe the course content and how it meets NZAPH standards:**

**Declaration**

I/We, the undersigned, declare that the information provided in this application and in any attached documents is accurate and complete to the best of my/our knowledge. I/We understand that any false statements or omissions may result in denial or revocation of accreditation. I/We agree to abide by NZAPH's standards and policies and to cooperate fully with any accreditation review processes, including site visits and inspection of training materials.

Name:

Position:

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

**Submission Instructions**

Please complete this form and send it along with the required documents to:

* Email: info@nzaph.com

For further inquiries, please contact NZAPH administration at the email address above or visit our website.