



Psychotherapy & Counselling
Federation of Australia

Terms & Conditions – CPD Event Endorsement

Endorsement

1. Application for Endorsement of a CPD event must be made using the Application Form.
2. Endorsement is given in accordance with these ***Terms & Conditions - PACFA CPD Event Endorsement***.

Payment Terms

3. Payment for endorsement is required at the time of applying.
4. Advertising does not commence until payment has been received and processed.
5. The endorsement is only valid for the period of time selected in this Application Form.
6. A refund is made if the endorsement application is not approved.
7. Once an event has been approved for endorsement, payments are not refundable. If an event is cancelled, a credit is available for another event. Re-advertising (i.e. if an event is postponed) incurs additional fees to cover the new advertising period.

Event Content

8. Events must meet the requirements of PACFA's CPD Policy.

To be endorsed by PACFA, CPD activities must be directly relevant to clinical practice in counselling and/or psychotherapy and/or the research evidence base for counselling and/or psychotherapy. CPD relating to other fields of practice besides counselling and/or psychotherapy are not accepted. Events are endorsed for either Category A or Category B. For details, see the [PACFA CPD Policy 2017](#).

PACFA's CPD Policy is subject to change by the PACFA Council at any time.

Category A

- Person-to-person courses, workshops, seminars and conferences
- Online facilitated learning

Category B

- Peer learning groups
- Online non-facilitated learning

Event Presenters

9. Presenters must meet the requirements of [PACFA CPD Policy 2017](#).

CPD events can only be endorsed if the presenters are:

- Appropriately qualified members of PACFA or a PACFA Member Association; or
- Able to demonstrate eligibility for membership of PACFA or a PACFA Member Association; or
- Recognised by the profession as having advanced expertise in the topic being addressed.

Conditions of Endorsement

10. The endorsement of a CPD is only valid for the period of time selected in the Application Form and approved by PACFA.
11. PACFA may refuse to endorse an application for endorsement or may cancel an approved endorsement if we do not consider the event to be in accordance with PACFA's CPD Policy or if the presenter or content proposed is not in keeping with [PACFA's mission and values](#).
12. Changes to the endorsed presenter(s) for a CPD event require the approval of PACFA.
13. Endorsed CPD events are required to issue all participants with a Certificate of Completion for the event which includes the relevant PACFA CPD category and hours.

Use of the PACFA Endorsement Logo

10. A copy of the PACFA Endorsement Logo will be sent to the approved CPD provider upon approval of the Endorsement Application.
11. The PACFA logo may only be used to publicise PACFA's endorsement of the event for the period of time for which approval has been given.
12. The PACFA logo may only be used to publicise PACFA's endorsement of an approved event and only for the period of time for which the event has been approved.
13. The PACFA Endorsement Logo may only be used in accordance with these Terms and Conditions. Unauthorised use of the PACFA logo is not permitted.

Advertising Requirements

14. PACFA is not responsible for any costs incurred for the design or production of advertisements.
15. Once endorsement is approved, advertisers are required to provide their advertising copy together with their logo by the copy deadline.
16. Advertisements may be designed by PACFA on request for a fee of \$110 per hour (including GST).
17. Copy deadlines for submitting advertisements are as follows:
 - CPD listing must be received by the 10th of the month to be included in the monthly CPD email distribution which takes place in the middle of the month.
 - eNews advertisements must be received by the 15th of the month in the month eNews is produced (January, March, May, July, September and November)
18. Amendments to advertisements after they have been submitted to PACFA will incur a fee of \$25.00 (including GST).
19. Advertisers are responsible for complying with the relevant Australian guidelines for advertising their CPD events or related goods and services.
20. Advertisers must not make false or misleading representations about their CPD events or related goods and services. Misleading representations include any conduct or behaviour that could mislead a customer or may potentially breach the Trade Practices Act. In particular, advertisers must not claim that their CPD events have any sponsorship or affiliation that they do not have.
21. When advertising the price of CPD events, the total price, including GST and all charges, or postage and handling must be shown.
22. Where an advertisement contains links to third party websites, PACFA does not review or control the content of the third party websites and is not responsible for the accuracy of the information

contained, or the views expressed, in those sites. Advertisers that supply information to those sites, or that access third party products and services, do so at their own risk.