

# **GENERAL INFORMATION APPLICATION FOR COURSE APPROVAL**

**When should I apply for course approval?** You must apply at least eight weeks prior to the meeting date for the new courses.

**What if our organisation fails to apply for approval prior to the course?** Retroactive approval is not given; all courses must be pre-approved and all meetings scheduled and CPD points requested.

**How many copies must I submit?** One application form is sufficient if applying by email. If you are posting your application, please submit two copies.

**Where can I get help on completing the application form?** Call Hayley at the ADONZ office – 07 824 1044

**What are approved statements for course announcements if approval has not been finalised?** You may state that the course is pending approval by the ADONZ.

**Under no circumstances shall course approval be indicated until final approval has been granted. Doing so may remove your right to provide CPD events in the future.**