

CONCEPT

NVA Contract Continuing Professional Development (CPD)

part of the Internal Regulations, Chapter VIII

NEDERLANDSE VERENIGING VOOR ACUPUNCTUUR (NVA)
(The Dutch Association for Acupuncture)

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TRAINING INSTITUTE

1. The **Nederlandse Vereniging voor Acupunctuur in Amersfoort**, hereinafter called NVA, and, in....., hereinafter called the Training Institute or TI, agree that the TI shall provide continuing professional education, hereinafter called CPD, for the members of NVA under the following conditions.
2. The purpose of continuing professional development shall be to provide education and training course activities to practitioners of NVA acupunctuur and/or Traditional Chinese Medicine, in order to maintain and increase the level of the NVA acupuncturist.
3. The criteria and formal conditions on which NVA's approval is based, will be announced in advance to the eligible training institutes recognized by NVA as such. See the appendix.
4. The TI shall provide NVA with all the information required in the application form to enable NVA to assess the CPD activities provided; naturally, this information will be treated confidentially. If the application concerns a training course which was approved by NVA earlier and which is provided without alterations within two years, only the organizational part of the application form needs to be filled in. The Department of Continuing Education, however, may still ask for additional information if this is deemed necessary.
5. If applicants for a training course can enrol for separate days of a multi-day training course, each of these days shall be considered as a separate training course when applying for accreditation.
6. When applying for accreditation of a CPD day/ training course, an amount of €53.23 excluding VAT shall be payable to NVA for the assessment of the CPD day/training course. This will be invoiced by the NVA secretariat. After approval of the CPD day/ training course, the TI shall be informed, and shall be invoiced for the costs of €132.77 excluding VAT for further processing and publication of the CPD day/ training course. These amounts may be indexed annually. If the amounts are not received, or not received in time, the Department of Continuing Education and/or the NVA secretariat shall not take action regarding the accreditation of the CPD training course or its further handling. If the application for accreditation of the CPD day/ training course is rejected, the amount paid for application shall not be refunded.
7. The CPD activities to be provided require NVA's prior approval. These CPD activities shall be presented to NVA at least 2 months prior to the training day/ course, in connection with publication in Huang Ti and on the NVA website.
8. Within 1 month after receipt of the application form containing the relevant information, the Department of Continuing Education shall inform the TI of its approval - or rejection - of the presented CPD activity, after which the TI can announce the approved CDP activity to the target group concerned. The Department of Continuing Education may ask the TI for additional information, for instance in the form of a syllabus or a detailed outline of the contents, before deciding about approval or rejection of the CPD activity.
9. The TI is not allowed to send mailings or publish information on its website or in any other promotional material regarding CPD days/ training courses stating '*acknowledged and approved by NVA*', or to use the NVA logo, as long as the final decision of the Department of Continuing Education is not yet known. It is not permitted to state that the training institute concerned has been approved by NVA. The use of the NVA logo requires prior consultation with, and approval from NVA.
10. NVA shall publish the training course programme approved by them in its magazine Huang Ti and on the NVA website, if it is available on time.

11. The TI shall use an attendance list for registration of the participants present. Participation of webinars will also be actively monitored. The attendance list serves as evidence of training course attendance to NVA members, and must state:
 - name of the training institute;
 - name of the training course;
 - date of the training course day (for a training course consisting of several days, a new attendance list is required per date);
 - participant's name and initials;
 - participant's address.
 - lessons taken live or online (for hybrid lessons).

Within 10 days after the date of the CPD day/ training course day, the attendance list with NVA-members only (due to GDPR) shall be sent to the NVA secretariat as a checklist for the registration of CPD days of members. In the case of hybrid courses, it must be clear for each student which lessons he/she has taken on location and which lessons he/she has taken online.

12. NVA members are personally responsible for registration of their CPD days with the NVA secretariat, by selecting these in the online registration system on the membership section of the NVA website. Filling in an evaluation of the CPD day is an integral part of this. After checking the attendance list, NVA takes care of the final registration in the online registration status of the member as soon as possible.
13. Any changes in the programme of the CPD day after approval from the Department of Continuing Education, shall be reported to NVA immediately.
14. On the basis of the information mentioned in section 12, NVA has the right to withdraw its initial approval of the CPD programme concerned. It shall send the TI concerned a substantiated report of this.
15. The TI has the right to cancel a CPD activity in the case of an insufficient number of participants, illness of a trainer or other compelling reasons. This shall immediately be reported to the Department of Continuing Education and the participants already registered. If the same unmodified CPD activity is organised again within 12 months, the previously issued accreditation is valid; the new dates will be published on the NVA website. At the same time the TI reserves the right to refuse NVA members because of non-payment or misconduct.
16. The agreement commences on, and is valid for a period of two years. A notice period of 1 year shall be given subject to the condition that ongoing long-term training courses will be concluded in consultation. After termination of the aforementioned period of two years, it can be agreed to conclude a new agreement for the same period of time.
17. In the case of a conflict about the interpretation of this agreement or the decisions or activities arising from this, the party concerned shall consult an Arbitration Committee which is constituted as follows:
 - 1 member appointed by NVA;
 - 1 member appointed by the Training Institute;
 - 1 member appointed by the aforementioned members together, who will act as chairman.

Within three months, the Arbitration Committee will issue a binding decision to all parties concerned; the costs of the Arbitration shall be born equally by both NVA and the TI.

Signed in Amersfoort

Signed in

date

date.....

On behalf of the
**Nederlandse Vereniging voor
Acupunctuur (NVA)**

On behalf of the
Training Institute

Mr/Ms

Mr/Ms.....

job title

job title

signature

signature

Mr/Ms

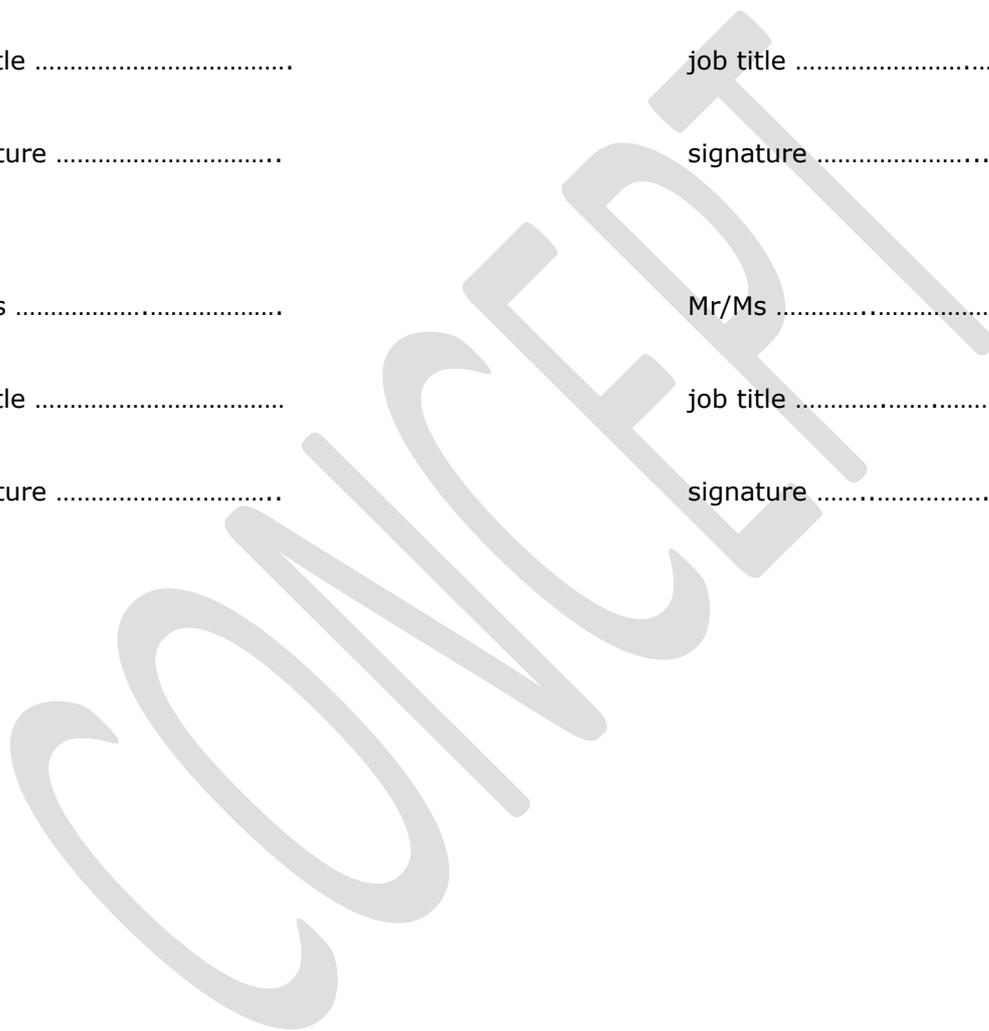
Mr/Ms

job title

job title

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Appendix to NVA Contract Continuing Professional Development (CPD) section 3

The criteria for the assessment of a CPD day or training course are as follows:

I. Target audience and contents

- a. The contents of the CPD training days must be geared to at least one of the three subsequent aspects relevant to the professional practice of NVA members: Acupuncture (**A**), Herbal Medicine (**K**), Traditional Chinese Medicine (**TCM**), or to Western Medicine (**WM**).
- b. A CPD day/ training course (**A/T/K**) must be specifically geared to graduate acupuncturists. In principle, training geared to the general public, training course days of an initial education course of acupuncture and training course days geared to care providers not being acupuncturists, do not qualify for approval.
- c. On the basis of the information provided by the training institute, the Department of Continuing Professional Education decides which of these aspects are addressed in the contents of the CPD days. These aspects are shown in codes (resp.): **A**, **T**, **K** and **WM**. A combination of codes is possible.
- d. The contents of a CPD day are considered as TCM-related when it addresses the diagnostic principles of TCM (yin-yang, 8 rules, 6 divisions, 4 layers, 5 elements/ phases, Qi/ Blood/ Jin Ye, meridian system, Zang Fu) and the ensuing treatment strategies.
- e. The contents of a CPD day are considered as related to Western Medicine (code WM) when it addresses the scientifically based anatomy, pathology, pharmacology, psychology, related diagnostics, treatment and/or scientific research, as generally accepted in mainstream medicine. A trainer teaching Continuing Professional Development in Western Medicine must have work experience or must have been trained in the relevant discipline.
- f. Additional training or Continuing Professional Development addressing subject specific as well as western medical knowledge, receives a combination code (e.g. **AT/WM**), and will be registered as a half day per code per day. If, however, the contents of the training are not acupuncture or TCM related, the Department of Continuing Education may decide to accredit a half day code **WM**.
- g. In accordance with art. VII.2. of the CPD Regulations, providing code **WM-B** days and **WM-C** days is reserved to Training Institutes that, as an acupuncture education institute with their own MBK school (school for Basic Medical Knowledge), have a training contract with NVA. Code WM-B stands for continuing professional development in the field of basic medical knowledge, and code WM-C for Continuing Professional Development in the field of professional supportive disciplines.
- h. The educational contents during a CPD day/ training course may not contain any promotional activities. This also includes instruction concerning equipment, or preparations of which the sales are financially beneficial to the TI or the trainer. If the Department of Continuing Education makes the reasonable assumption that this is partially the case, these hours/ days shall be deducted from the number of hours/ days to be registered. In most cases half of one training day will be accredited. This will be published in the magazine Huang Ti and on the NVA website in advance.

II Organisation

- a. The TI provides detailed information on the application form for the benefit of the Department of Continuing Professional Education on the basis of which the contents can be assessed.

- b. A CPD day of 6 hours contains at least 5 hours of teaching. Half a CPD day lasts 3 hours at least. NVA-members can register three webinars of 2 hours duration with the same Training Institute as one CPD day.
- c. The language of instruction for this day is specified.
- d. A maximum number of participants is specified per training course or per training day.
- e. The participation fee is specified. If applicable, a financial specification shall be enclosed (expenditure on accommodation, lunch or dinner, overnight stay etc).
- f. The structure of the day is indicated (schedule for the day, programme).
- g. Information about the trainer is provided (education, nationality, language, experience, teaching skills).
- h. The facilities of the accommodation where the CPD day/ training course takes place are briefly described. For instance, the number of treatment tables, treatment materials, short description of the accommodation etc.
- i. A detailed summary is available to the participants. For theoretical subjects: at least 5 x A4 per CPD day.
- j. If a certificate of participation is issued, it will clearly indicate which day or days the participant has attended.
- k. China internship
 A China internship must consist of at least 10 internship days with at least 5 lessons or internship hours per day.
 The hospital where the internship takes place must be directly affiliated to a state university.
 The number of students assigned to one Chinese medical practitioner is 3 students on average. The presence of an interpreter for each medical practitioner/ therapist is compulsory.
 If lessons are part of a journey, an outline of the lesson contents is compulsory.
 Every day, evaluations within the students' group must take place under the supervision of the coach.
 The lessons and the level of self-participation must be appropriate to graduates and practitioners of acupuncture.
- l. Conferences and symposiums
 A conference or symposium is understood to mean a coherent programme, to which several speakers or teachers each make a contribution that takes less than two and a half hours.

 Information about speakers and topics shall be provided to the Department of Continuing Professional Education preferably at least 2 months in advance.

 On the basis of the provided information, the Department of Continuing Professional Education can decide to count a conference or symposium only partially as compulsory CPD training.