

Category A & B Course Application Form Criteria

	A Course must be submitted by a current Level 5 or higher practitioner member of the AKA. This applies whether:
Course Author	a. The course author is submitting the course; If an Australian course author is not yet a current Level 5 or higher level practitioner member of the AKA, they must undertake to become at least a Level 5 or higher member by the end of the second year after the course has been ratified. Failure to do so will cause removal from the accredited courses list.
	b. The course is being submitted on behalf of the course author; If the course author doesn't have the required level of membership or is an overseas course author then they require a representative who has the required level of membership. An Australian Course Author must undertake to become at least a Level 5 or higher member by the end of the second year after the course has been ratified. Failure to do so will cause removal from the accredited courses list.
	c. An overseas course author needs to be a professional member of similar association in their country.
Letters of permission	What will you need to supply?
	a. A declaration stating that training will be completed by the end of the second year after the course has been ratified. This needs to be signed and included with the course application.
	b. A written letter of permission from the course author for the person who will represent them if applicable.
	c. If someone else's work forms part of the course then a written letter of permission from the author is required to use their work.
Copyright and Plagiarism	The course manual and application will be checked carefully for any breaches of copyright and plagiarism.
	Course Authors need to ensure that their material complies with all the current Australian and International laws regarding copyright.
	 Where using other people's materials in a lawful manner, the original sources must be acknowledged and attributed to the author or author's thereof.
	What will you need to supply? A signed declaration stating that the work has not breached copyright or plagiarism laws is part of the course application (incorporated into the application form, a separate letter is not required)
	Definition: Plagiarism is taking someone else's work and passing it off as your own.



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	The Kinesiology component must comprise a minimum of 70% of the content of the course and details included in the manual.
Kinesiology Component	 The manual may also include but is not limited to topics such as: Anatomy and Physiology Kinesiology Theory Energetic Theory Practical Skill development Communications Nutrition Spiritual Theory Meridians In the course application form the total kinesiology hours and hours from other topics is to be listed.
	Reference any material other than kinesiology theory used in the course. Whether it is written in the course manual and/or taught as principles and/or techniques in the course and used in the manual. The manual may also include but is not limited to topics such as:
Descriptions of any theory other than kinesiology theory	 Educational Development Homoeopathic Principles Massage Nutrition Neuro Linguistic Programming Physiology Psychological theory Vision Improvement Past Life Theory /Other times/ Generations Give the name of the author, the title of the book or the journal and the page reference and a written explanation for why the material is being used in the course.
Category of the Course	Categories A and B are used in a course application. (Category D is for CPE Classes for Additional Skills Training and has a separate application process) • Category A – a beginning course. There are no pre-requisites. Additional information is required to be completed as part of the application.
	Category B – an intermediate or advanced course and has a Category A course as a prerequisite



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	Face- to- face hours
Hours of Course	 Must reconcile with the hours in the Session Plan The face-to-face hours do not include break times; morning and afternoon tea or lunch.
	Non Face-face hours: includes
	 Workbook, Assignments, Case Studies, Online training / correspondence courses.
	 Currently non face-to-face studies are allotted 66% of time listed. This means that a student who is applying for membership registration will be given 66 hours of a course listed as 100 hours unless the AKACAB deems the course to be worth more.
	AKACAB have the right to accredit a course with full distance learning or correspondence hours if the course content warrants this.
Assistance	If you find that you need assistance contact the AKA Office for the name of a Course Application Consultant. The consultant will assist you in preparing your application and there will be a fee involved.