



## Course Accreditation Agreement

*This document, when completed, constitutes an agreement between the NHAA and your institution in regards to Course Accreditation.*

- 1) NHAA Course Accreditation is valid only for the course that was submitted for accreditation. Courses with different qualification titles, and/or different content/delivery methods, must be submitted as separate applications for Course Accreditation. However it is permissible to deliver the same accredited course to more than one group of students without requiring separate applications.
- 2) NHAA Course Accreditation is valid for a period of 3 years from the date of issue, as indicated on the NHAA Certificate of Course Accreditation. To maintain Course Accreditation past this period, you must submit an application for Reaccreditation for each accredited course. Reaccreditation will involve the same process as the initial accreditation process.
- 3) The "NHAA Certificate of Course Accreditation" (which is valid only for the years indicated) must be displayed either in the location where the course is delivered, or in your institution's main offices, for the period of accreditation.
- 4) The electronic "NHAA Course Accreditation Logo" (which is valid only for the years indicated) must be reproduced on all of your institution's material directly pertaining to the structure or requirements of the accredited course, including the following documents:
  - The overall course outline for the entire course of study within the accredited course.
  - Your institution's prospectus.
  - Internet-based promotional material pertaining to the accredited course (except emails).
- 5) Any other use of, or improper use of the "NHAA Certificate of Accreditation" or the electronic "NHAA Course Accreditation Logo", constitutes a violation of these Requirements, and may result in cancellation of course accreditation and possible legal action.
- 6) The "NHAA Certificate of Course Accreditation" and the electronic "NHAA Course Accreditation Logo" remain the property of the National Herbalists Association of Australia, and must be returned if course accreditation is suspended or cancelled.
- 7) At no time can your institution advertise or otherwise give the impression that NHAA Accreditation applies to the institution – NHAA Course Accreditation applies only to individual courses which have successfully passed the application process.
- 8) Significant alteration of course content or structure should be notified to the NHAA within 3 months of the commencement of delivery of the altered course. Significant alteration may require your institution to reapply for course accreditation.
- 9) The NHAA reserves the right to randomly audit institutions in regards to these Requirements and the delivery of the course which is accredited. Audits may take the form of requests for documentation, or personal visits from NHAA Board Members in an official capacity.
- 10) NHAA Student Information Packs must be made clearly available to all students throughout the duration of their training.

Institution Name: \_\_\_\_\_

Name of Authorised Institution Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_