



Agency for Public Health Education Accreditation

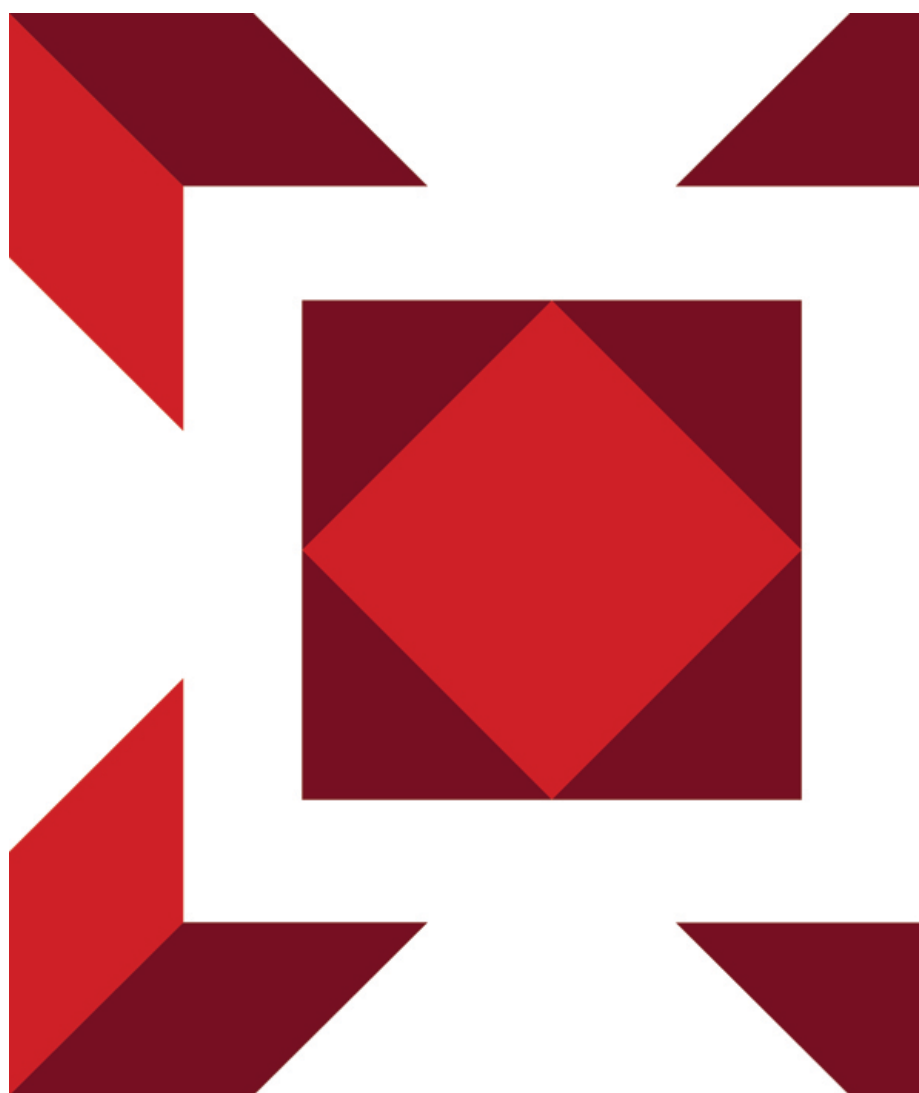
# CONTINUING TRAINING & EDUCATIONAL EVENT (CTEE) ACCREDITATION

## HANDBOOK

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# HANDBOOK

## **Introduction**

APHEA represents the five leading associations of public health in the European Region and is committed to assuring and improving the quality of educational activities. In this regard, APHEA's Continuing Training and Educational Event (CTEE) Accreditation is a standalone award which publicly attests the quality of a variety of public health events designed for training and educational purposes such as, (but not limited to) short training courses, individual modules, symposia, summer schools, modules, MOOCs, and conferences.

In many countries these events fall under the heading of Continuous Professional Development (CPD) events which are designed to raise and support the necessary knowledge, skills and understanding required by a practicing public health workforce.

The APHEA application form (found below) is designed to help the applicant provider complete a series of questions in a logical manner and is also designed to help applicants reflect upon and self-appraise their events. There is no site-visit with CTEE accreditation.

A new application must be completed for each individual event seeking accreditation. Based on the information provided APHEA will assign its own system of credit points based on CPD credits as well as ECTS (European Credit Transfer System) credits. The calculations for these are given on the APHEA website for the benefit of providers, participants and their national training bodies.

The period covered by the CTEE accreditation is 3 years beginning from the date indicated within the formal written acceptance. (Applicants can also apply for accreditations to be back-dated at the beginning of the process). During this period, if the event undergoes a substantive change it is obligated to provide written notification to APHEA and provide the necessary adjustments.

Any substantive changes in the following areas require accreditation reapplication:

1. Title of the CTEE
2. The provider
3. The aims of the CTEE  
(more than 50% change)
4. Learning competences or content  
(more than 50% change)
5. Type of Certification offered
6. Conflict of Interest

The application is organised in such a way to aid the applicant through the use of templates text boxes which have a limit on the amount of text which can be entered. Unless otherwise stated each text box allows for 1000 characters. Once complete please return signed application to [office@aphea.net](mailto:office@aphea.net).

The successful applicant will receive an electronic certificate, authorisation to use the APHEA (CTEE) Accreditation logo on their publicity material for the period of the accreditation and be promoted on the APHEA website.

The application should be completed in English.

## **Specific Instructions**

All criteria marked with **(E)** are deemed as essential and omission will result in the application being returned to the applicant.

### SECTION 1: PROVIDER NAME AND ADDRESS DETAILS

Please complete the applicant details including the website reference for the CTEE as well as the first date that accreditation is sought. The institutional signature should be provided by a person authorised to do so for the applicant institution / organisation.

### SECTION 2: ACCREDITATION CRITERIA

#### **Section2.1: Organisation of the Training & Educational Event**

In this section the applicant is required to provide the reviewers with short descriptions of the intended event as well as details about the providers. Any information which will help the reviewers gain a greater picture of the event will be helpful. The applicant is also asked to provide details of how the particular event fits with their organisations objectives.

#### **Section2.2: Aims of Training & Educational Event**

Applicants are invited to state the aims of the event along with any further information concerning how the event came into existence and how the event satisfies specific needs.

#### **Section2.3: Training & Educational Event Content**

This section requires a full breakdown of the event's content.

- a) Firstly it enquires whether the course has any European credits associated with it. As these credits are not universally offered, applicants who do not do offer them should enter "N/A" for not applicable.
- b) If other forms of credits are used please state their name, how they are calculated and why they are being used.
- c) The workload of the attendees should broken down into the time in which the trainer is present and the time attendees for self-study including time for reflection.
- d) An overall view of the content of the CTEE should be presented as either an appendix or web link. In many cases providers will already be issuing this as part of their marketing and examples might include, a syllabus plan for a course or a programme of events for a conference.
- e) Within the competences section applicants are required to enter the range of competences the attendee is expected to be exposed to during the training. These should be expressed in simple terms in order that they can be placed in the space provided. If possible, applicants are asked to keep to classical or common terms rather than reinventing terms (if new terms are used try to offer a description). The reason for this is

to ensure that international reviewers are given the best opportunity to understand the terms provided rather than having to return to the applicant with questions. (If applicants require a glossary of common terms they may find the following document useful <http://www.aphea.net/docs/research/ECCPHP.pdf>)

- f) The timetable should give a breakdown of the progress in the training schedule. For smaller events a bullet list will suffice. For larger events the timetable can be attached as a separate document or valid web reference (it is the applicant's responsibility to ensure that web references are correct and accessible until accreditation is granted).
- g) Applicants are then asked to highlight the training methods used. Different titles are given for this across the globe but the intent is to focus on the delivery of the CTEE and how it is done. As with the competences please try to use universal or common titles for the training methods.
- h) The next section deals with the assessment of the CTEE. Here the applicants should outline what assessments are being used and how those assessments are being marked, for example are the trainers marking them, is there a system of second marking or even a system in place in case of disputes. If there are no assessments in place please enter N/A for non-applicable but also try to explain to the reviewer why this is the case. For example, a symposium wouldn't be expected to have an assessment but some short courses would do.
- i) The next section refers to how the course is designed to help the participants reflect on the CTEE, what mechanisms are in place so that the trainer is encouraged to pro-actively think about the training being transferred. Again, for some events this will be N/A but even for larger events it may be worth applicants thinking mechanisms for the audience to reflect on what they are being presented with.
- j) Following on from reflection, the next question highlights how participants will consider the use of the knowledge within their practice situation. Once again, this may not be applicable to all forms of CTEE but it is encouraged as an objective of the CTEE.
- k) Please indicate the type of certification issued to the attendee as well as a short description about how the certification is used, for example, is it a certificate of attendance, part of a government requirement or part of a larger educational or training offer or diploma, course etc.
- l) The organisation or organisations responsible for the certificate issue.
- m) Connected with above, please indicate whether the certification is recognised either by national or international bodies.

#### **Section2.4: Participants**

- a) Please identify the target group for the training and try to be explicit as possible.
- b) How many participants will be or are foreseen to take part in the event. If it is a re-occurring event with a different audience, please state the amount of participants for one event.
- c) What are the criteria for admission? If there are none please enter "N/A" and explain how the participants are chosen.

- d) What policies or guidance are in place to ensure equal opportunities for both the participants or faculty. If this exists in an informal manner please state this.

### **Section2.5: Human Resources and Staffing**

- a) In the first section the applicant is asked to complete the table on training and educational faculty. This table can be found at the rear of the document. Please identify faculty by their title , name and qualifications including academic and non-academic attributes. Finally, please highlight the amount of time that the individuals noted will contribute toward the CTEE. Larger events are encouraged to attach a separate document or valid web reference.
- b) As an applicant you are asked to provide short bio-sketches or biographies for the faculty identified in the application. The bio-sketches should aim to provide an overview of how faculty skills match the needs of the training in terms of knowledge and / or experience. These can be attached either as an appendix or as weblinks.
- c) The following section requires an elaboration of the type and amount of support staff used. Brief quantitative and qualitative descriptions are sought.

### **Section2.6: Budgeting and Facilities**

- a) The first part of this section enquires as to the funds which support the CTEE. No detailed budgets are required but percentages should be included. *For example, sponsorship (enter name of sponsor) 20%, participation fees 80%.*
- b) The next section then enquires whether the funding sources highlighted above place any conflict of interest whereby financial or personal interests may cast doubt on the reliability or credibility of the event and why it is being organised.
- In this section the applicant should explain any constraints or conditions that accompany external financial sources. (The applicant is reminded that they must declare all financial and commercial sources as well as any arrangements that these interests place on the CTEE event)
- All potential or actual institutional or personal conflicts of interest must be outlined in the Conflict of Interest Declaration form and be attached to the application.
  - Declaration form and be attached to the application. Applicants are strongly encouraged to include these conflict of interest declarations on their website and other publicity material of their events to ensure transparency.

*APHEA CTEE accreditation and the associated points will not be issued for the specific parts of an event where funds are accepted from enterprises which have a direct commercial interest in the outcome of the applied event toward which they would be contributing. For example, an event solely funded by direct commercial interests may forfeit accreditation but, alternatively, within a larger conference which may have specific sponsored sections their forfeiture would not affect the overall accreditation of the overall conference.*

*Considerable caution should be exercised in accepting funding from enterprises that have an indirect interest in the outcome of the activities (i.e. the activity is related to the enterprise's field of interest, without there being a conflict as referred to above).*

*Of particular focus are tobacco and alcohol financing. The business objectives of the tobacco industry are deemed wholly incompatible with public health goals of APHEA and, as such, are ethically unacceptable. In a similar manner alcohol is considered a contributing factor of serious harm to public health and other social concerns. APHEA will not accredit any event which has a connection, financial or otherwise, direct or indirect, with tobacco or alcohol producers. This applies to third party entities such as think tanks, working groups or enterprises which are funded or promote tobacco and alcohol production and sale.*

- c) In the final section the applicant is expected to detail the physical and online resources available to support the CTEE.

## **Section 2.7: Internal Quality Management**

- a) The first section requires a short description of the types of evaluation used. Please be as explicit as possible and once again try to use universal terminology. Please include all forms of formal and informal evaluation.
- b) The section enquires as to how the provider integrates the findings of the evaluations and feedback identified above.

## **Declaration**

At the end of the application a declaration of accuracy can be found in which the applicant has to legally declare that the information given is true and correct. Along with the declaration the applicant is asked whether they agree to the information provided (in an anonymised format, i.e. no identifiable data) can be used by both future applicants, as a template, and also for research purposes to increase the value and pertinence of the CTEE accreditation procedures. An evaluation document is also attached and applicants are encouraged to complete and return these documents so that APHEA can continually listen to its customers and improve its processes.

## **Credits**

APHEA understand the important role that Continuous Training and Educational Events play in the continuing professional training and development of the public health workforce. To this end it prescribes its own system of credits which are intended for use by the participants in order to satisfy their CPD national obligations. In most cases national training events should carry their own national credits but for international events the situation is less clear. Participants will need to approach their national bodies to have these credits recognised locally. The system of credits is broken down into two forms, CPD and ECTS (European Credit Transfer System).

For CPD, 1 (one) credit is allocated per contact hour of the event with a maximum of 5 per day.



For ECTS, 1 (one) credit is allocated for a minimum of 25 hours of training which comprises of both contact hours during the event and self-learning hours (the time the participant spends on learning outside of physically being at the event).

## **Fees**

The fee rates for CTEE accreditation can be found on the APHEA website under About /Fee structures