



APPLICATION FOR CAPEA CERTIFIED EDUCATOR AND/OR TRAINER

	CAPEA Assessor's Notes
Name:	
Address:	
Phone:	
Email:	
Workplace:	
Role/Position:	
CAPEA member number:	

PLEASE NOTE:

- If you are unable to locate your CAPEA member number, or you are unsure whether you are financially current, please contact us at certification@capea.org.au
- If this is your **first application** for CAPEA Certification, and you wish to apply for Trainer, you will need to meet the criteria for both Educator and Trainer.
- If you are already a CAPEA Certified Educator, and wish to apply for Trainer, ensure that the criteria 1-C, 1-D, and 1-E for Educator are still current, then add the criteria for Trainer.
- If you are **renewing** your CAPEA Certification for either Educator or Trainer, you need only supply evidence of meeting the criteria for past 4 years. Evidence submitted in the past does not need to be repeated.

Forward your application via email to:

- Chairperson, CAPEA Further Education Committee
certification@capea.org.au

If you wish to submit your application via postal mail (3 printed copies), please contact us to obtain the best postal address, and allow an extra month for results of your application.



CAPEA CERTIFIED EDUCATOR APPLICATION

		Evidence Yes/No	CAPEA Assessor Notes
1-A	Current financial CAPEA member:		
1-B	Completion of short or long course: <i>Relevant to Childbirth & Parenting Education. Must be more than 20 hours.</i>		
1-C	Competency as childbirth & parenting educator: <i>Completed & verified CAPEA Competency Assessment Tool. Possible alternatives: workplace assessment; peer review / client evaluations; verified by mentor/ manager.</i>		
1-D	Recency of Practice as a childbirth & parenting Educator: <i>30 hours over past 4 years; record of courses facilitated to expectant or new parents or new / experienced childbirth & parenting educators.</i>		
1-E	Professional development relating to childbirth & parenting education: <i>20 hours over past 4 years, eg: seminars, workshops, conferences, webinars, online packages, journal reviews/reflections.</i>		
	CAPEA office use only: Confidential supporting documents destroyed by assessors after verification? Assessor's name: Date:		



CAPEA CERTIFIED TRAINER APPLICATION:

		Evidence Yes/No	CAPEA Assessor Notes
2-A	Meets criteria for Certified Educator: <i>See Notes on page 1</i>		
2-B	Completion of, or undertaking, relevant certificate or post graduate studies in childbirth/ parenting/ and/or adult education of at least 150 hours:		
2-C	Functions in a training role: <i>Over past 4 years, more than 40 hours; eg: training / mentoring new & /or experienced educator.</i>		



		Evidence Yes/No	CAPEA Assessor Notes
2-D	Leadership role for childbirth & parenting educators <i>Meets 4 of 7 possible criteria:</i> <ul style="list-style-type: none">i. development of resources: ii. peer development: iii. consultant/advisor/mentor: iv. active contribution to CAPEA: v. participate in CAPEA FEC: vi. contribute to <i>Interaction</i>: vii. co-ordinate/ conduct research/ quality improvement:		
2-E	Referees x 2: <ul style="list-style-type: none">i. Name, work place/role, contact details: ii. Name, work place/role, contact details:		



		Evidence Yes/No	CAPEA Assessor Notes
	<p>CAPEA use only:</p> <ul style="list-style-type: none">• Confidential supporting documents destroyed by assessors after verification?• Referees x 2 contacted and applicant details verified? <p>Assessor's name:</p> <p>Date:</p>		