



Childbirth And Parenting Educators of Australia, Inc  
**Endorsement of Programs and Activities for Educators**

Thank you for expressing an interest in having Childbirth And Parenting Educators of Australia (CAPEA) assess the suitability of your program or activity for endorsement.

CAPEA is the only national, not-for-profit, incorporated association supporting Australian Childbirth and Parenting Educators, a diverse group of professionals committed to preparing and supporting women and their families for birth and parenting. CAPEA has adopted a holistic model promoting informed choice through a learner-centred approach to education that is accessible and culturally appropriate and is committed to its philosophy, goals and National Competency Standards.

Please note: This is NOT the application form for endorsing a Childbirth and Parenting Educator training program. Such as program needs a more rigorous check, including course content, research, and assessment and evaluation tools.

**Endorsement of Educational Program or Activity**

CAPEA endorsement means that CAPEA publicly and visibly supports a particular program or educational activity for Educators, such as a workshop, study day or conference for Educators. An assessment process will be undertaken after submission of your program prior to offering endorsement.

Please complete the attached application form clearly demonstrating the suitability of your program or activity for endorsement. Specifically, you need to outline:

- Role/function/purpose of the program/activity.
- Qualifications and affiliations of program facilitators.
- Beneficial aspects of the program/activity and its significance to birth and early parenting educators in their practice. Provide evidence on which you base your claims.
- The program/activity is consistent with, or does not breach, relevant guidelines, including Baby Friendly Health Initiative, Safe Sleeping, WHO, NHMRC, ACCC Safety guidelines.
- The program/activity is consistent with, or does not breach, relevant national or state legislation or local health policies, guidelines and agreements.
- The program/activity is congruent with CAPEA philosophy, goals and the National Competency Standards, including use of same as a base for the educational content of the program.

The following documents are to be submitted:

- Program flyer including length of program/activity
- Learning outcomes to include role/purpose of the program/activity:
- Description of facilitation methods/learning styles
- Session plans if program longer than one day

- ❑ Program evaluation tool.

CAPEA will not consider endorsement of any program/activity that contravenes guidelines as listed, or that are inconsistent with the philosophy and goals of CAPEA.

The CAPEA name and logo may be used only with the written approval of CAPEA, consistent with the Program Endorsement Agreement once endorsement is granted.

### **Endorsement Process**

Assessment of each program or activity will be undertaken by three people appointed by the Further Education Committee (FEC) of CAPEA. The panel will consist of:

- Chairperson of Further Education Committee
- Two other FEC members
- A relevant expert may be invited to join the assessment process

Any vested interest in the endorsement of the program/activity or service must be declared and another panel member selected.

Upon receipt of the application form there is a payment for processing this fee being:

- CAPEA member organising for another organisation – one day event \$50
- CAPEA member organising for another organisation = 2-3 day event \$75
- Non CAPEA one day event - \$100
- Non CAPEA 2-3 day event = \$150

The full assessment process may take 3-4 weeks depending on the complexity of the program or educational activity. Notification of the outcome will be forwarded to the applicant by email within one week of a decision.

If the program is approved, CAPEA will sign a Program Endorsement Agreement with the applicant. Endorsement may remain current for a maximum period of 3 years.

All advertising material used to promote the program/activity endorsement must be submitted to CAPEA for approval, prior to promotion of the CAPEA endorsement. Breach of this action, subsequent to endorsement being granted, may result in withdrawal of endorsement approval. CAPEA will provide a copy of its logo; use of the logo must be in strict accordance with the signed Endorsement Agreement and **limited to the program or activity for which is was provided.**

In the case where endorsement is not approved, the FEC Chairperson will notify the applicant to discuss the areas that did not meet the criteria.



Childbirth And Parenting Educators of Australia  
**Endorsement of Programs and Activities for Educators  
Application Form**

Please complete this application form and with required documents forward to the Chair of the CAPEA Further Education Committee (FEC) by emailing [info@capea.org.au](mailto:info@capea.org.au).

The applicable application fee is to be paid by direct deposit.

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Account name: CAPEA

BSB: 014286

Account number: 497548265

Please forward details of payment, including name of payer listed in the transaction, to [payments@capea.org.au](mailto:payments@capea.org.au)

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Name of applicant:

Relationship of applicant to program:

Postal address of applicant:

Phone number:

Mobile:

Email:

Title of program:

Type of program/activity (seminar/conference):

Name of facilitators:

Qualifications and affiliations of facilitators:

Target group:

The following documents are to be submitted:

- Program flyer including length of program/activity
- Learning outcomes to include role/purpose of the program/activity:
- Description of facilitation methods/learning styles
- Session plans if program longer than one day
- Program evaluation tool.

Additionally

1. Briefly state the beneficial aspects of the program/activity and its relevance to Childbirth and Early Parenting Educators in their practice. Provide evidence on which you base your claims.
  
  
  
  
  
  
  
  
  
  
2. Is the program or activity consistent with, or does not breach, relevant public safety guidelines for families and particularly their infants (eg: Baby Friendly Health Initiative, Safe Sleeping, WHO, NHMRC, ACCC Safety guidelines). Yes  No
  
  
  
  
  
  
  
  
  
  
3. Is the program or activity consistent with, or does not breach, relevant national or state legislation or local health policies, guidelines and agreements. Yes  No
  
  
  
  
  
  
  
  
  
  
4. Is the program or activity congruent with the CAPEA philosophy, goals and National Competency Standards? Yes  No

Signature:

Date:

**Check List:**

- Form completed and signed
- Payment made
- All corresponding evidence attached

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**Office use only**

Date received:

Date relevant payment received:

Names of members in Assessment Process:

Outcome:

Follow up required: Yes  No

Notification sent:

Date on endorsement certificate:

Date due for re-endorsement: