



International Acupuncture Association of Physiotherapists

www.iaapt.physio

Chairman: Kerry Fung (Hong Kong)
 Vice Chairman: George Georgoudis (Greece)
 Secretary: Susan Kohut (New Zealand)
 Treasurer: Anny Luty (New Zealand)

Primary Contact: contact@iaapt.physio

d. Timeline

Action	Response	Timeline
Enquiry for accreditation	Relevant documents sent to prospective applicants. Treasurer notified of prospective bank payment. An invoice via banking or Paypal is issued to the prospective applicants.	Two weeks from initial inquiry
Treasurer notifies chair of payment received		One week from receiving payment
Accreditation documents received from applicant and payment received for accreditation application	Chair to review all documents are provide and confirm to applicant that accreditation process has commenced. Chair notifies all members of accreditation committee of pending application.	Two weeks from receipt of documents and payment.
Accreditation documents sent for assessment	Chair to send out accreditation documents and assessment of accreditation documents to at least two members of the accreditation committee. N.B. If any member has a conflict of interest, they	One week after receipt of documents and payment.

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	must acknowledge this, and other member of committee is	
Assessment of accreditation by nominated committee members	Three members of accreditation committee assess documentation and send their findings as to whether accreditation accepted or there are matters arising to the chair.	Three weeks after receipt of sending accreditation documents
The chair assimilates findings of three independent accreditation assessments. If the accreditation is accepted the chair notifies the applicant of their success, their rights in terms of utilising the IAAPT accreditation and potential requests for student success certification.	If all assessments of accreditation concur the chair notifies the accreditation committee of the outcome. The chair then informs the applicant of the outcome with explanations if the applicant's application was denied accreditation. If there are discrepancies between findings from committee assessors, the fourth member of the committee should assess the application and the committee should communicate via email or Zoom meeting to agree the outcome.	Two weeks Two weeks

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If an accreditation application is rejected the applicant has a right of appeal following consideration of comments from accreditation committee	The appeal then follows the same timeline as stated above.	Appeals must be made within four weeks of receiving the outcome from the accreditation committee.
Accredited programmes request Certification for physiotherapists who have successfully completed the accredited programme	The chair requests the physiotherapists' names, the World Physiotherapy Member Organisation they belong to and their registration/certification number. This can be checked on the website. The chair requests the treasurer to draw up an invoice for payment of certificates via banking or Paypal	Two weeks
The treasurer notifies the chair of payment	The chair sends out PDF certificates for all named and paid for physiotherapists requiring IAAPT certification.	Two weeks
Once an accredited programme has been accredited for 3-years, 6-months the chair will notify the applicant of the closure of IAAPT accreditation and the requirement for re-application.		

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The maximum time any accreditation process should take is 12-weeks.

