

# IUHPE Health Promotion Accreditation System

## Letter of application from NAO

### APPLICANT NAO

**Name . Address**

**Name of contact person**

**Contact details**

### Re Application for approval of a National Accreditation Organisation within the IUHPE Health Promotion Accreditation System

This letter constitutes a formal application for recognition as a National Accreditation Organisation within the IUHPE Health Promotion Accreditation System. The NAO, if approved will be the accreditation organisation for the following catchment area (Country/Region/Other NAME).

The applicant organisation is constituted as a (voluntary/professional/other) organisation. The support of the Health Promotion community within the catchment area for the organisation to become a NAO is evidenced by (please choose one option):

- Organisation is an existing registration organisation
- Organisation is an established professional Health Promotion association
- Other<sup>1</sup>

If other, please give details:

Evidence to be supplied on the following:

- That there are no known conflicting applicants/potential applicants for NAO in the same catchment area.
- That the applicant organisation has the ability to establish and maintain governance systems/committees, etc. as required to operate all aspects of the IUHPE Accreditation Systems within their agreed context/area.
- That the applicant organisation has the ability to perform required tasks i.e. financial management, maintaining registers, maintaining application platforms, etc.

This application also indicates that the applicant NAO formally accepts<sup>2</sup>:

- the criteria for accreditation/registration as indicated in the IUHPE Health Promotion Accreditation System Handbook

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<sup>1</sup> For example, active membership from the Health Promotion community in the development process/ written letter(s) of support, etc.

<sup>2</sup> Any variations on process/procedures agreed with Global Accreditation Organization Board of Directors must be noted in the application letter.

- the definitions of Health Promotion , health and other terms as defined in the System Glossary.
- the ethical and quality principles outlined in the System Handbook
- all policies and procedures outlined in the System Handbook (e.g. conflict of Interest).

It is understood that approval to operate as a NAO within the IUHPE Health Promotion Accreditation System can be revoked or cancelled. Reasons for revoking or cancelling approval will include:

**Details of internal quality assurance systems**, for example, what level of evidence will be required from applicants for registration/re-registration. While the same minimum requirements are used for re-registration in all countries, it is recognised that the process of collecting evidence of their attainment may vary. The NAO may decide to request evidence of all qualifications, work experience, CPD etc., or may operate an honour system or any option between these extremes. However, as a minimum level of quality control, the NAO must require proof of qualifications/work experience/ participation in CPD activities from random sample (up to 20%) of the practitioners applying for registration/ re-registration in each calendar year. If the NAO is already an established Health Promotion accreditation system or a related system which recognises Health Promotion practitioners, it may follow their agreed levels of proof, provided this meets or is above this minimum quality control standard as defined above.

#### **Revocation/Cancellation of Approval to operate as a NAO**

Approval to operate as a NAO within the IUHPE Accreditation System can be revoked or cancelled. Decisions on revocation and cancellation of registration/accreditation are made by the IUHPE Global Accreditation Organization Board. Reasons for revoking or cancelling approval include, but are not limited to:

- breach of the ethical principles and values as defined in the IUHPE Core Competencies for Health Promotion Handbook (1)
- failure to apply/comply with Conflict of Interest/Confidentiality Policy and other relevant policies
- failure to follow the agreed procedures and processes and apply the agreed criteria as defined in this Handbook
- evidence of inability to undertake required tasks ( i.e complaints from applicants re procedures/delays etc.)
- evidence of inability to manage register ( i.e. register not updated on agreed schedule /incorrect/incomplete information or applicants informed that they were registered but this is not recorded.
- evidence of dishonesty/ lack of ability/capacity to manage finances ( i.e no formal accounts kept/evidence of misappropriation of funds, etc)
- evidence of dishonesty in the application process
- failure to pay any required fees/other costs

- other situations as identified by the IUHPE Global Accreditation Organization Board which will be detailed on the System’s website.

Appeals against cancellation/revocation of accreditation can be made to an independent IUHPE Global Accreditation Organization Appeals Committee.

This letter of application formally affirms:

- understanding and acceptance of all IUHPE Health Promotion Accreditation System policies, procedures, criteria and processes
- that all formal approvals and authorisations for this application have been obtained from all relevant parties within the applicant NAO
- that the person signing below is authorised to do so on behalf of the applicants.

Signed

By [NAO Name] Title or position Signature Date

## Sample letter of approval a NAO

[Date of letter]

[Recipient’s Name] [Title]

[NAO Name]

[Address]

### **Re Application for approval to operate as a National Accreditation Organisation within the IUHPE Health Promotion Accreditation System**

This letter serves as a formal agreement between [the IUHPE Accreditation Organisation and [NAO’s Name], whereby [NAO’s Name] is approved to operate as the accreditation organisation within the above System for the catchment area of [Name of Country/Region] in relation to the registration and re-registration of practitioners and such other related activities as may be agreed in the future.

This approval is based on evidence supplied by the [Name NAO] in relation to their ability to meet the required criteria and acceptance of the definitions, policies and procedures as outlined in the System Handbook and as may be agreed by the IUHPE Global Accreditation Organization Board of Directors in the future.

It should be noted that approval to operate as a NAO within the IUHPE Health Promotion Accreditation System can be revoked or cancelled. Decisions on revocation and cancellation of registration/accreditation will be made by the IUHPE Global Accreditation Organization Board of Directors.<sup>3</sup>

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<sup>3</sup> Details of any variation to procedures/processes agreed by the Global Accreditation Organization must be included in this letter.

Appeals against cancellation/revocation of accreditation can be made to an independent IUHPE Global Accreditation Organizations Appeals Committee that will give a final decision on the case within a defined period.

This letter of agreement indicates understanding and formal acceptance of all IUHPE Health Promotion Accreditation System policies, procedures, criteria and processes and those to be agreed in the future.

Signed On behalf of the NAO {NAO FULL OFFICAL NAME}

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Title \_\_\_\_\_

Signed on behalf of the IUHPE Accreditation Organization

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Title \_\_\_\_\_