# Application for EWMA Endorsement of Educational Activities

# Face-to-face courses and programmes

### Please complete the application form in English.

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| **General information** | | | **Reviewer comments** |
| **Full title of course/programme** |  | |  |
| **Does the application concern an endorsement (first time) or re-endorsement?** |  | |  |
| **Aim of course/programme (overall short description of the course)** |  | |  |
| **Name, address and contact details of institution/organisation that request EWMA-endorsement** |  | |  |
| **Name, title and contact details for administrator/leader of course/programme** |  | |  |
| **Name of any affiliated professional groups/ organisations (If any in addition to primary provider)** |  | |  |
| **About the course/programme: Objectives, structure and content** | | | **Reviewer comments** |
| **Please describe the student learning objectives:**  NB: Please use Blooms taxonomy[[1]](#footnote-1) in the description of objectives. Listed below are the main domains  - **(K)** Knowledge/cognitive  - **(P)** Pragmatic, psychomotor skills  - **(A)** Awareness/behaviour |  | |  |
| **What are the entry criteria for your course/programme (if any)?**  E.g., profession, level of education or experience in wound care practice. |  | |  |
| **Please describe the overall level of the course**  If the course is provided by a European institution, you are kindly asked to refer to the European Qualifications Framework (EQF) to determine the level.[[2]](#footnote-2)  If the course is provided by an organisation based outside of Europe, please refer to the EWMA Curricula documents (Levels 4,5,6, and 7) to determine which level you think your programme reflects |  | |  |
| **Does the course lead to a specific academic award?**  E.g. diploma, bachelor or master course | Yes/no  If yes, which award? | |  |
| **For existing courses/ programmes, please state what year this first started.** |  | |  |
| **How many times per year is the course/programme offered?** |  | |  |
| **Start date of next course/programme** |  | |  |
| **Mode of delivery**, e.g.   * full-time or part-time * Teaching methods used (taught sessions, seminars, face-to-face, distance learning, e-learning, blended learning, practical demonstrations etc.) |  | |  |
| **Course language(s): In which language(s) is the course held?** |  | |  |
| **Course/programme structure, including length (number of days/hours and period of time)** |  | |  |
| **If you are offering a full programme leading to an award, please list any compulsory and/or optional modules.** |  | |  |
| **Briefly describe the course/programme content, e.g. list the included modules/topics covered.** |  | |  |
| **Have you followed the relevant content in the EWMA curricula during the development of the course content?**  If yes, please indicate which curricula have been used.  To download the curricula, pleases visit[[3]](#footnote-3) |  | |  |
| Where will the programme be hosted?  University  College  Hospital  Other location – please state |  | |  |
| **Please list the mandatory learning materials used in the course and how they are made available.** |  | |  |
| **Please** provide details of other learning resources used **(if any)**  Further reading list can be added as an appendix  (Please see list of requested documentation below). |  | |  |
| **Briefly describe background of course speakers/presenters  (e.g. specialist profile, affiliation, etc.)** |  | |  |
| **Number of participants per course/programme (min. – max. number)** |  | |  |
| Please state whether the course/programme is endorsed or accredited by other organisations (national/international). | **Yes No**  **If yes, please state the name of the organisation(s) here:** | |  |
| **Has the course been validated[[4]](#footnote-4)?  (E.g. via a University approval process, peer review, pilot programme, etc.)** | **Yes No**  **If yes, please describe briefly the validation process applied (responsible organisation, time, focus, etc.)** | |  |
| **Student assessment and credits** | | | **Reviewer comments** |
| **Will participants be assessed?** | | **Yes No** |  |
| **If yes, please describe the assessment strategy.** | |  |  |
| Please state whether the course has been accredited with CME[[5]](#footnote-5) , CPD[[6]](#footnote-6) or ECTS[[7]](#footnote-7) points **If so, please state number of credits/points granted for completion of the module.** | |  |  |
|  | |  |  |
| **Evaluation** | | | **Reviewer comments** |
| Are students asked to evaluate the course/programme? **In case of re-endorsement of the course, please provide a summary of student evaluations from the previous course.** | | **Yes No**  **If yes, please describe how and when this evaluation is undertaken i.e., after each module or at the end of the course/programme:** |  |
| **User fees and sponsorships** | | | **Reviewer comments** |
| **Will a course/programme fee be charged?** | | Yes NoIf yes, please provide information about the course fee here (Including possible discounts available for specific student groups): **If the course/programme is provided by a University/Professional education provider, please state whether the user fees are linked with standard fees applied by this institution:** |  |
| **Please state whether the course/programme is supported by commercial sponsorship(s)?** | | **Yes No   If yes, please state name of sponsor(s), the level of financial support provided by the sponsor and describe the involvement of the sponsor(s) in the development of the course content. There should be a clear statement of any *declaration of interest*s:** |  |

### The following documentation should be supplied to support this application and to facilitate the approval process:

**Obligatory documentation:**

* Course curriculum (Details of course/programme design and content)1
* Curriculum Vitae of course/programme leader
* A copy of the course/ programme evaluation form to be used for the student’s evaluation of the course. Student evaluations are required to achieve full endorsement by EWMA (EWMA will supply a minimum requirement checklist for delegate evaluation).

**Supplementary documentation:**

* Course / programme reading list(s) (Further readings)
* Details of student assessment strategy (If applicable)

1 Please provide detailed information to allow comparison of the course content with the EWMA curricula and modules. For shorter courses this can be provided in the teaching timetable. For longer programmes the full curriculum must be provided.

2 This may be provided in the teaching timetable.

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| Approval in Principal\* Granted \*Valid for 1 year until student evaluations have been received and approved. | Yes No **If no, please provide reasons for rejecting the application** |
| Possible conditions for approval |  |
| Recommendations |  |
| General comments/review summary |  |
| Final Approval\* Granted Can be granted following submission of student evaluations (Subject to approval). | Yes No (If no, please state why) |
| Date | Signatures |

EWMA reserves the right to withdraw EWMA certificate in case of serious complaints or in case the course provider has given false information in the application.

1. <https://cft.vanderbilt.edu/guides-sub-pages/blooms-taxonomy/> (Accessed June 2018) [↑](#footnote-ref-1)
2. <https://ec.europa.eu/ploteus/en/content/descriptors-page> (access October 2018) [↑](#footnote-ref-2)
3. <https://ewma.org/what-we-do/education/ewma-curricula> [↑](#footnote-ref-3)
4. Please note that the EWMA endorsement programme does not validate the course/programme (Including a full evaluation of the structure and whether this meets the educational needs of a specific target group in a specific educational environment). The EWMA endorsement focus on an evaluation of the content of the course/programme and the way this is presented. [↑](#footnote-ref-4)
5. Continuing Medical Education [↑](#footnote-ref-5)
6. Continuing Professional Education [↑](#footnote-ref-6)
7. European Credit Transfer System [↑](#footnote-ref-7)