



## ASCN (UK) Endorsement Application

### What will the Application process be?

All submissions must be completed and submitted on line via email with the ASCN UK application form

Your application submission is subject to a payment in accordance to the ASCN UK fee structure; and will not be processed until receipt of submission payment.

Application category	Submission fee	Not for profit: charity/voluntary	NHS	Commercial
Event (1 day)	£50	£50	£50	£100
Learning and development programme (2 days or more)	£100	£50	£50	£400
Hard Copy literature	£50	£50	£50	£100
E-Learning	£100	£100	£100	£500

\*please note costs are ex VAT

Applications will be accepted by the ASCN UK committee three (3) times a year March; July and November

Applications – submitted by last day of the previous month (Feb/June/Oct) will be processed the following month and notification will be provided within 1 month

e.g. applications submitted between November 1<sup>st</sup> through to 28<sup>th</sup> February will be reviewed by the committee in March. The applicant can expect to be notified of the initial decision by the end of the month of March.

The ASCN committee/area representatives will review your application according to a specified marking criteria

Following review, any recommendations from ASCN will be communicated to the applicant within approx. 1 month

Subsequent requested amendments should be received within one month and will be reviewed prior to endorsement being approved

*On confirmation of approval of your endorsement – guidelines for details for use of the ASCN logo will be provided*

### Endorsement Specification

Each endorsement will be valid for :

Course/Event (e-learning / classroom) – 1 year  
Printed Literature – 2 years

ASCN UK must be made aware of changes to the approved endorsement category - please see withdrawal conditions

Promotion of the endorsement must be made available on the ASCN website if appropriate

### Terms and Conditions

These terms and conditions apply to the granting of Endorsement

## Applications and Fees

- Applications for endorsement need to be made via the ASCN UK website; using the online Endorsement Application Form online only?
- Application Forms or supporting material which are incomplete cannot be accepted.
- Following an application being made, an invoice will be sent by ASCN UK Secretariat In-Conference to the Applicant.
- Invoices are raised in sterling. Fees are subject to Value Added Tax.
- Terms of payment are 30 days from date of invoice.
- The Submission Fee must be received by the ASCN UK in cleared funds before the Endorsement process will commence.
- Payment of the Submission and Endorsement Fee may be made by cheque, BACS transfer or by debit card or credit card approved by ASCN.
- Applicants for endorsement must provide any further information requested from them within one calendar month. If no response to a request for information is received or insufficient information is provided, or if payment in full is not made within 30 days of date of invoice, the application will automatically lapse.
- The Submission / Endorsement Fee is non-refundable regardless of the outcome of the application.
- If the ASCN UK is unable to progress an application for Endorsement due to any conflict with any professional or ethical reasons, the Application Fee may be refunded at the absolute discretion of ASCN UK
- Endorsement Applicants must state the following in respect of their approved endorsement – “This .....has been endorsed by the ASCN UK until ● 201●.”
- Endorsement applies only to the approved application and does not apply to any product.
- Endorsement is not transferable. Where an organisation is awarded endorsement and then assigns, subcontracts, franchises or otherwise disposes of the Accredited Programme, the assignee, subcontractor, franchisee or transferee may not state that the previously Accredited Programme is accredited, but must itself apply for Endorsement.

Where previously published material is used or distributed; it is the responsibility of the Endorsement Applicant to comply with copyright legislation. The Endorsement Applicant must confirm in writing to the ASCN that permission to reproduce material has been received. All third party intellectual property rights must be acknowledged in any documentation.

## Disclaimer

Whilst ASCN UK makes every effort to ensure each endorsement meets its criteria, it shall have no liability in relation to any claims against an Endorsement directly or indirectly relating to delivery of individual training or programmes.

ASCN are not responsible for any course certification, and cannot confirm competence of any practitioner following completion of any application

## Withdrawal of endorsement

The ASCN UK reserves the right to terminate Endorsement at any time by written notice if there are any changes to ASCN local or national policy or for any of the following reasons:

- Significant changes to educational content;
- Significant changes to the presentation format;
- Failure to disclose significant changes to presenters;
- Failure to disclose to ASCN any conflict of interest on the part of the organiser, provider or speakers.