

ICPKP Standards

An appendix to the College/Teaching Centre Affiliation Deed information and guidelines for Colleges & Teaching Centres



INTERNATIONALLY
RECOGNIZED TRAINING

These guidelines in this appendix are background information on ICPKP Standards and requirements for colleges. The College/Teaching Centre Agreement is the document you are required to sign. You are only required to initial each page of these guidelines.

1.0 Core Information

- 1.1 ICPKP has an Affiliation Deed with each individual ICPKP Affiliated College and Teaching Centre which is signed by both parties.
- 1.2 ICPKP recognises that an Affiliated College or Teaching Centre may own premises or rent as required for classes.
- 1.3 It is the responsibility of Colleges and Teaching Centres to ensure any premises used for teaching ICPKP units must comply with all state and county health and safety regulations and standards. (e.g. occupancy, seating, lighting, toilets, smoke alarms, fire extinguishers, parking, disability access etc.)
- 1.4 Although the ICPKP may prepare courseware in many languages, the communication language of the ICPKP is at all times English. Colleges using ICPKP courseware must have a fluent English speaker available at all times.

2.0 Financial

- 2.1 Colleges and Teaching Centres are required to produce evidence of financial stability and integrity with relation to student fees.
 - 2.1.1 Colleges and Teaching Centres are required to operate a commercial bank account which is independent of the operators' personal finances.
 - 2.1.2 Colleges and Teaching Centres are required to set in place procedures acceptable to the ICPKP for the payment of courseware downloaded or otherwise provided (CD or hard-copy) by ICPKP.
- 2.2.1 Colleges and Teaching Centres understand and agree that ICPKP is exercising a relationship of trust with them in providing unit masters (from the ICPKP website or on CD) which can be used repeatedly during any one calendar year.
- 2.2.2 Colleges and Teaching Centres understand and agree that a payment is due to ICPKP for each and every copy made of ICPKP units from ICPKP digital, electronic, paper (or any other) master files provided to the College/Teaching Centre (or from any copy the College/Teaching Centre makes from the ICPKP master files provided).
- 2.2.3 Colleges and Teaching Centres understand and agree that an official, individualised ICPKP 'Student Licence' page is an integral part of a printed unit and must be downloaded (from the ICPKP website) and printed by the Colleges for each and every copy made of ICPKP units. This means that every student booklet and assessment journal will be licensed to each individual student. On the iPad, the process is more automated.
- 2.2.4 Payments of fees for units are liable and payable prior to downloading the individualised covers and printing any courseware. On the iPad, the process is automated.
- 2.2.5 Colleges and Teaching Centres understand and agree that they must not supply ICPKP units in a PDF or other digital format to students; nor forward, email or electronically transfer any ICPKP unit to any student for use on their personal computer, smartphone or tablet device.
- 2.2.6 Colleges and Teaching Centres understand and agree that they must not use any form of PDF manipulation software to extract or delete information nor add to it in anyway whatsoever modify, copy duplicate or reproduce or make derivative works from any ICPKP courseware.
- 2.2.7 ICPKP courseware translated into languages other than English attracts a small surcharge to pay translation and documentation expenses. Only English is available on the iPad.

INTERNATIONAL COLLEGE OF PROFESSIONAL KINESIOLOGY PRACTICE

Postal
P.O. Box 25-162
St Heliers
Auckland, 1740
New Zealand

Ph: + 64-21-521-903

Em: admin@icpkp.com

Web: www.icpkp.com

Webmaster:

David Silvester BSc (hons)

E: webmaster@icpkp.com

Registrar:

Aynsley Cisaria BMS (hons)

Founders:

Bruce A J Dewe MD NZRK

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- 2.3 Colleges and Teaching Centres understand and agree that they may not provide any form of a copy or duplicate of ICPKP courseware to any person, organisation or institution whatsoever (whether for monetary gain or not) other than the provision of licensed student materials to their own bona fide ICPKP students for the sole purpose of studying for ICPKP recognition.
- 2.4 Colleges and Teaching Centres understand and agree that they will print all ICPKP courseware to a high standard. On the iPad the courseware is automatically downloaded to the student's iPad. Their Student Activities Journal (SAJ) is also downloaded as a printable document for each student to print for their own completion.
- 2.5 ICPKP reserves the right to discontinue a College or Teaching Centre's right to use ICPKP courseware in the event of payment defaults.

3.0 Employment of ICPKP Faculty members

- 3.1 ICPKP recognises that in many Colleges and Teaching Centres the owner/proprietor is also the principal and sole Faculty member.
- 3.2 Where a College or Teaching Centre employs Faculty other than themselves, the College or Teaching Centre is required to have in place a fair employment contract that meets all local, state (provincial) and national regulations and requirements.
- 3.3 Colleges and Teaching Centres understand and agree that ICPKP Faculty members are private providers who, while certified to teach ICPKP courseware, are not in the employ of the ICPKP.
- 3.4 Colleges and Teaching Centres understand and agree that they may not employ any person whatsoever to teach ICPKP courseware other than a currently certified ICPKP Faculty member.
- 3.5 Colleges and Teaching Centres understand and agree that they may not offer any ICPKP unit or advertise themselves as offering any ICPKP unit or the *ICPKP International Graduate Diploma of Kinesiopractice®* unless they have a currently certified ICPKP Faculty member on their staff or a written contract with an ICPKP Faculty member to do the teaching.

4.0 Teaching of ICPKP Units

- 4.1 Colleges and Teaching Centres understand that ICPKP units are a progressive, student-centred learning process.
- 4.2 Colleges and Teaching Centres agree to recognise, utilise and honour the educational value of student-centred learning.
- 4.3 Colleges and Teaching Centres understand and agree that ICPKP units are comprised of two parts: the teaching manual and the student activities journal (SAJ).
- 4.4 Colleges and Teaching Centres understand and agree that ICPKP units are approximately 48 - 60 hour modules: approximately half the learning time is teacher directed (16 - 20 hours). The balance of time is self and peer-directed learning which may (or may not) take place outside the classroom.
- 4.5 Colleges and Teaching Centres understand and agree that ICPKP units are taught in a logical, sequential manner as outlined in the ICPKP Career Course Syllabus.
 - 4.5.1 Colleges and Teaching Centres understand and agree that in the Career Course Schedule all ICPKP 100 series units must be completed before a student may take the 200 series units, with the exception of RBT 201 and EMS 201.
 - 4.5.1.1 Students may commence the Anatomy Correspondence Course, unit A&P1, directly with the College or Teaching Centre any time after they have enrolled.

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- 4.6 Colleges and Teaching Centres understand that a unit may be subdivided from a 2 day module into either two separate days or four half day modules for year one classes BKP 101 - 104. BKP 105. It is suggested that all courses onwards are taught in 5 half day modules to allow time for consolidation of material.
- 4.7 Colleges and Teaching Centres understand and agree that ICPKP does not recommend that more than two units be taught back to back (five days continuous teaching - as with a distance learner programme) without adequate space for student assessment journals to be brought up to date and for students to complete the assessments on the ICPKP website.
- 4.8 Colleges and Teaching Centres understand and agree that they may not add, delete, change, modify or omit to teach material from ICPKP courseware (units) without the written permission of the ICPKP Registrar.
- 4.9 Where a College or Teaching Centre wants to omit material because of state or country laws, a copy of the relevant statute must be submitted to the ICPKP Registrar at the time of application.
- 4.10 When advised by the ICPKP that a unit, which a College or Teaching Centre is teaching, has been upgraded or revised during the calendar year, the College or Teaching Centre agrees to download the upgraded courseware (unit) so that their students have the advantage of the latest material.
- 4.11 A College or Teaching Centre may not use a Faculty member to teach a course beyond that Faculty member's certification level (e.g. they may not ask a Diploma Certified instructor to teach an Advanced Diploma unit).
- 4.12 In some countries, states or counties, special certification may be required to teach a unit (e.g. RBT 201) because a portion of that unit is regarded as being part of another natural therapy (massage) for which special licensing is required. Colleges and Teaching Centres have the option of offering this unit only to students who are massage therapists retraining in kinesiology or having a registered massage therapy instructor teach the massage-related portions.
- 4.13 In countries where English is just one of the languages spoken, colleges may not make any derivative works in the form of translations from any ICPKP courseware or materials, without an official ICPKP Translation Contract.

5.0 Marking and recording

- 5.1 The College or Teaching Centre agrees that it will ensure their employed instructors (ICPKP Faculty members) mark student assessment journals promptly and with integrity and impartiality.
- 5.2 The College or Teaching Centre agrees that it will ensure their employed instructors (ICPKP Faculty members) will record student progress on the ICPKP website promptly to enable each student to complete their summative assessments from the website or app.

6.0 Student Registration and Rights

- 6.1 Colleges and Teaching Centres understand and agree that all students taking ICPKP units are required to be registered on the ICPKP website for each and every unit they take prior to the printing of that Unit Manual and SAJ and prior to the commencement of the class.
- 6.2 Colleges and Teaching Centres understand and agree that all prospective students must be made aware of and be given the opportunity to complete a full *ICPKP International Graduate Diploma of Kinesiopractic[®]*.
- 6.3 Colleges and Teaching Centres understand and agree that all students have the right to transfer to another ICPKP Affiliated College or Teaching Centre, and that their academic record on the ICPKP website must be signed off prior to their departure, as well as signing off their own local College or Teaching Centre academic record. Transfers between College or Teaching Centre must be with the mutual consent of both Colleges and Teaching Centres and ICPKP, and with clear communication as to the reason for transfer.

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- 6.4 The activities journal (SAJ) of each ICPKP unit must be marked by the Faculty and that College Mark entered on the student's SAJ when the work is of a competent standard.
- 6.5 Colleges and Teaching Centres must ensure that their Faculty also enter the College Mark for the unit in the student's Academic Record on the ICPKP website or app before handing the student activities journal back so that the student can immediately complete the ICPKP assessment for the unit on the website.
- 6.6 While most students will have access to the internet from a home computer, a College must make provision for students without such facilities to have access to the ICPKP website to complete units. iPad app students require their own iPad at all times.
- 6.7 Colleges and Teaching Centres will make their prospective students aware that approximately half of the learning time is teacher-directed and the remainder is self and peer-directed.
- 6.8 Colleges and Teaching Centres will encourage exploration and discussion as part of the learning process and will facilitate resolution of any questions arising out of the self and student-directed learning process. This may take place in class, and also in the form of private appointments with students who have issues more appropriately dealt with on a one-on-one basis (with a student support person present).
- 6.9 Colleges and Teaching Centres may not obstruct a student's progress if the student complies with the ICPKP criteria and those of that College or Teaching Centre.

7.0 Codes of Ethics, Conduct and Practice

- 7.1 Every College and Teaching Centre offering ICPKP units must have a Code of Ethics, a Code of Conduct and a Code of Practice.
- 7.2 Every College and Teaching Centre offering ICPKP units must have a written conduct and dismissal statement, a written procedure for student appeals and student complaints in their prospectus.
- 7.3 Every College and Teaching Centre offering ICPKP units must have Public Liability cover for their premises and surrounds.
- 7.4 Every College and Teaching Centre offering ICPKP units must have malpractice insurance to cover their students.
- 7.5 Colleges and Teaching Centres understand and agree that neither the ICPKP or its employees are liable in any manner whatsoever for the actions, inactions, mistakes or misdemeanors of students enrolled in that College.
- 7.6 Colleges and Teaching Centres understand and agree that neither the ICPKP or its employees are liable in any manner whatsoever for the actions, inactions, mistakes or misdemeanors of ICPKP qualified Faculty members teaching in their Colleges.

8.0 Community Standing

- 8.1 Colleges and Teaching Centres understand and agree that they will function as bona fide institutions in good standing with the local community and health industry.
- 8.2 Colleges and Teaching Centres understand and agree that they may not undermine other Colleges or Teaching Centres offering ICPKP programmes by adverse comparison.
- 8.3 Colleges and Teaching Centres may, however, market the features (e.g. college library) and benefits (intern's workrooms) available at their site.
- 8.4 It is to the advantage of Colleges and Teaching Centres to work towards ensuring that the *ICPKP International Certificate in High-level Wellness & Vitality, Diploma of Learning, Metaphysical, Holographic and Vibrational Energies, Diploma of Energy Psychology, Diploma of Musculoskeletal Rehabilitation and Reintegration, Diploma of Dietary and Nutritional Science, and Graduate Diploma of Kinesiopractic®* are recognised by the county/state/national licensing bodies. Colleges are permitted to work towards this end provided that it is clearly stated that PKP™ does not diagnose or treat medical diseases or

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conditions. As Dr Dewe says, “PKP™ Is about looking forward, finding ‘your magic’ and leaving the obstacles of the past behind you”.

9.0 Advertising and media

- 9.1 Colleges and Teaching Centres recognise the value of advertising and understand and agree that all marketing for any ICPKP unit taught at their College or Teaching Centre is their responsibility and not that of ICPKP.
- 9.2 Colleges and Teaching Centres may not in any way whatsoever change the name of an ICPKP unit or the *ICPKP International Certificate in PKP, Diploma of Learning, Metaphysical, Holographic and Vibrational Energies, Diploma of Energy Psychology, Diploma of Musculoskeletal Rehabilitation and Reintegration, Diploma of Dietary and Nutritional Science and Graduate Diploma of Kinesiopractic®*, any continuing education course (CPE), or K-Power® course in any prospectus, College or Teaching Centre brochure, course descriptor or advertising material or programme.

10.0 Exceptional Teaching of Units

- 10.1 Colleges and Teaching Centres which offer programmes (e.g. special interest courses) as well as the ICPKP Certificate and four Diploma programmes, and wish to include an ICPKP unit in such a programme, should first check the CPE and K-Power® options but can, in exceptional circumstances, apply in writing to the Registrar ICPKP for permission to do so.
- 10.2 Where an ICPKP unit is included (with the Registrar’s written consent) in a special interest course or other non ICPKP programme it must be complete and the unit booklet must also include the full information on the four ICPKP Diploma courses, plus the *ICPKP International Graduate Diploma of Kinesiopractic®*, and the CPE and K-Power® courses.
- 10.3 Isolated ICPKP units (e.g. EMS 401) should not be used as postgraduate material for graduates of another kinesiology system. The FPK 2 module provides a recognised cross-over pathway for postgraduate training. (See 11.4) After FPK 2 there are both Certificate & Diploma Courses of continuing professional development (CPD) and continuing professional education (CPE) which use ICPKP units for CEUs.
- 10.4 The ICPKP endorsed K-Power® series of workshops and courses provides CPD/CPE for non-kinesiology health professionals or those with little or no exposure to kinesiology,
- 10.5 Four of the ICPKPCPD/CPE units are suitable for client or community classes as specified in the ICPKP Syllabus.

11.0 Recognition for Prior Learning (RPL)

- 11.1 The ICPKP respects the concept of RPL. Colleges and Teaching Centres may not require a student who transfers to them from another ICPKP approved College or Teaching Centre to repeat units for which they have already demonstrated competency.
- 11.2 Where a student has undertaken training in a subject covered by an ICPKP unit at a recognised Post-Secondary Training College or University as part of a degree or diploma course (e.g. anatomy and physiology as part of their massage, nursing or chiropractic training) RPL may be granted on production of a certified copy of that degree or diploma without further assessment.
- 11.3 Where a student says they have undertaken training in a subject covered by an ICPKP unit, but is unable to produce a certificate of proficiency from an institution of similar to or greater academic standards than ICPKP, Colleges and Teaching Centres are able to assess such a student, for a suitable fee, before granting RPL.
- 11.4 ICPKP recognises the teaching of Touch for Health by IKC certified Touch for Health Instructors who are financial members of their local TFH Association.
 - 11.4.1 TFH 4 graduates who want to become PKP™ practitioners may start with BKP 106 or RBT 201 (or the CE units) upon completion of the FPK 2 crossover module.



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- 11.4.2 When a TFH 4 graduate asks ICPKP directly about RPL, they will be referred to the nearest ICPKP accredited College or Teaching Centre offering FPK2 -the crossover module.
- 11.4.3 It is not ICPKP policy to accept TFH 'graduates' prior to their completing TFH 4. To do so would in ICPKP's view denigrate the value of TFH training and could adversely affect TFH student numbers. This is not ICPKP's intention. To reinforce this policy, Colleges must require a certified copy of an official IKC, TFH 4 certificate from students being admitted under section 11.4, to the FPK 2 crossover course.
- 11.4.4 Section 11.4.3 notwithstanding, where a kinesiologist completed TFH under the old, TFH Foundation USA, curriculum (or IKC prior to 1997) when there was no TFH 4 workshop, a TFH 3 Certificate may be acceptable for admission to FPK 2. Another option is to offer BKP 101-105 at repeater rates so the person completes the online tests.

12.0 Accreditation

- 12.1 All Colleges and Teaching Centres wanting to offer ICPKP courseware, in the form of the ICPKP career courses leading to the *ICPKP International Graduate Diploma of Kinesiopractic®*, and the CPE/CPD Certificates and Diplomas must complete an accreditation process at that college's expense.
- 12.2 The accreditation process requires the college to state the Faculty member(s) who will teach each unit offered. Faculty members may be required to be present during the accreditation process or certified copies of their qualifications may be deemed to be acceptable.
- 12.3 The accreditation process will include an examination of the College's timetable for teaching, all teaching materials, examination materials and procedures, and all literature, prospectus, brochures, advertising material, media releases and any audio, video, CD or internet site the College uses to advertise its programmes as well as an inspection of the premises or any off-site teaching room.
- 12.4 An ICPKP Affiliated College or Teaching Centre should work towards acquiring the following facilities. An office with fast, secure internet, WiFi facilities (for iPads), good quality AirPrint-compatible printer/photocopier and waiting area.

A well lit, roomy teaching room equipped with digital TV and Apple TV link for iPads and iPhones, ICPKP approved charts of anatomical diagrams, ICPKP 5-Element Emotion Charts and other ICPKP Charts. There must be space for massage tables as well as a teaching area. Students must have adequate cloakroom space, easy access to toilet facilities and preferably a student refreshment area.

It is desirable that a library of reference books be available to students with provision for them to use or borrow these. It is desirable that supplies of materials used in class (e.g. flower essences, supplements etc.) be available for purchase through the college. The College may purchase all the required charts, etc online from www.icpkp.com.

13.0 Moderation

- 13.1 This is the term used for the re-examination of a college on an annual, biannual or as-needs basis. The purpose of moderation is to ensure that ICPKP standards are being maintained in all areas of the college. This is done for the protection of both the College and ICPKP.
- 13.2 Colleges and Teaching Centres understand that continuation of their ICPKP contract is dependent on a significant proportion of their students achieving competency in ICPKP assessments.
- 13.3 All written work undertaken by students will be made available for viewing by the external moderator at the time of the site visit.
- 13.4 In addition, ICPKP may moderate the academic performance of the College's students on a bi-monthly basis by reviewing the students' on-line assessments.
- 13.5 Each College or Teaching Centre is responsible for meeting the costs associated with any audit by ICPKP.

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14.0 Teaching Standards and Values

- 14.1 The College understands and agrees to create a teaching environment that sets clear ICPKP values and standards.
- 14.1.1 ICPKP does not discriminate between people on the basis of nationality, race, religion, gender, belief, age or social status.
- 14.1.2 ICPKP maintains an attitude of respect for the dignity of all people.
- 14.1.3 ICPKP Faculty will not speak disparagingly of any student, fellow Faculty or other kinesiology or health discipline.
- 14.1.4 The ICPKP aims to graduate practitioners who are competent kinesiologists, who continue to learn, grow and embrace life to the fullest, and who are happy with their present, excited about their future, proud of their profession and seen as exceptional by all who know them as people and professionals.

15.0 Teaching materials

- 15.1 All Colleges and Teaching Centres agree to use the teaching materials referred to in ICPKP texts and assessment journals.
- 15.1.1 ICPKP recommends NeoLife supplements wherever possible because they fit Dr. Dewe's philosophy of using human food-chain natural whole food supplements in preference to isolates. To obtain these products Colleges and Teaching Centres must contact the Registrar, ICPKP for assistance.
- 15.1.2 ICPKP uses the NZ 'New Perception' Flower Essence Photocards as its preference in teaching. Order online from www.icpkp.com. These are automatically included in the iPad app programme.
- 15.2 ICPKP may make other teaching material mandatory from time to time.

16.0 The Name and reputation of ICPKP

- 16.1 All Colleges and Teaching Centres agree that the public in general and students in particular may have a tendency to rightly or wrongly judge the ICPKP by the persons and organisations which teach the ICPKP's units.
- 16.2 Colleges and Teaching Centres shall not engage in any practice, conduct or activity which shall in any way reflect badly upon the good name, reputation and status of ICPKP in the location where the College or Teaching Centre is offering its services. Colleges and Teaching Centres will ensure that they make fully available to all students who register with them such promotional literature and information as ICPKP shall supply to Colleges and Teaching Centres regarding its courses from time to time.
- 16.3 Colleges and Teaching Centres agree to support the name and reputation of the ICPKP by their word, deportment, behaviour and general demeanor of its principals, employees and contracted teachers at all times.
- 16.4 Colleges and Teaching Centres agree to be an advocate for the ICPKP *International Graduate Diploma of Kinesiopractic*[®] in both kinesiology and other natural therapy circles.

17.0 Annual Renewal of Teaching Contracts

- 17.1 Colleges and Teaching Centres accept the need for instructors to re-sign a teaching contract on an annual basis.
- 17.2 All Colleges and Teaching Centres agree that they may not refuse to reappoint an instructor without good reason.
- 17.3 All persons who want to teach for a college using the ICPKP Career Courses are required to hold a current ICPKP Faculty Agreement.

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18.0 Confidentiality and Restraint

18.1 Affiliated Colleges and Teaching Centres acknowledge and agree that since they have obtained and are likely to obtain during their affiliation with ICPKP certain confidential information of ICPKP including, but not limited to, information regarding course participants/students and clients of ICPKP, the affiliated Colleges and Teaching Centres will be bound by the following restrictions:

18.1.1 Not to disclose any information concerning ICPKP's business, finances, transactions or affairs which may come to its knowledge during the affiliation.

18.1.2 To keep with complete secrecy all confidential information entrusted to them and not to use any such information in any manner which may injure or cause loss either directly or indirectly to ICPKP or its business or may be likely to do so. The restriction shall continue to apply after the termination of this agreement, without limitation but shall cease to apply to information which may come into the public domain other than by breach of this agreement;

18.1.3 Not to make, otherwise than for the benefit of ICPKP, any notes or memoranda relating to any matter within the scope of the business of ICPKP or concerning any of its dealings or affairs. Affiliated Colleges and Teaching Centres during this agreement or afterwards shall not use or permit to be used any such notes or memoranda other than that for the benefit of ICPKP.

18.1.4 Affiliated Colleges and Teaching Centres will not without the consent of ICPKP, at any time (whether during this agreement or after the termination date) infringe the ICPKP's right to any confidential information or data, systems, techniques or processes developed by the ICPKP or the affiliated College or Teaching Centre whilst acting on behalf of the ICPKP during the affiliation.

18.1.5 Affiliated Colleges and Teaching Centres will not, for a period of twelve (12) months commencing from the date of termination, directly or indirectly solicit the custom of any person, firm or company who at any time during the two (2) years immediately preceding termination of this agreement, was a course participant/student and/or client of the ICPKP and/or referred to the affiliated College or Teaching Centre by the ICPKP, other than any persons that were existing clients of the affiliated College or Teaching Centre prior to the initial engagement.

18.1.6 Affiliated Colleges and Teaching Centres shall make available for inspection by the ICPKP all books and records of professional attendances on course participants/students and/or clients which arise after the termination of this agreement upon ICPKP giving notice of reasonable concern that the terms of any clause 19.1.1-6 may have been breached by the affiliated College or Teaching Centre.

19.0 Agreement

19.1 Any Colleges and Teaching Centres using any ICPKP courseware (unit or element of learning) is deemed to have read, understood and agreed to these standards and guidelines.

20.0 Jurisdiction

20.1 The Colleges and Teaching Centres Affiliation Deed is and will be governed by the laws of New Zealand and all or any claims or disputes will be settled and dealt with in the jurisdiction of the High Court of New Zealand.

21.0 Signing

21.1 These guidelines in this appendix are background information on ICPKP Standards and requirements for Colleges and Teaching Centres. The College and Teaching Centre Affiliation Deed is the document you are required to sign. You are only required to initial each page of these guidelines, and return it with your signed Affiliation Deed.

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