

IFPA TUTOR REGISTRATION /RENEWAL/CHANGE FORM

DECLARATION:

Please fill in all parts of the form below in **BLOCK CAPITALS** and **BLACK INK**

*** I wish to register/renew my registration / change my registration as**

PRINCIPAL AROMATHERAPY TUTOR *

AROMATHERAPY TUTOR *

TRAINEE TUTOR *

(*please delete whichever does not apply)

and confirm that I am teaching at the following school(s):

1. School

Name:.....

IFPA Accredited Course Yes / No *

2. School

Name:.....

IFPA Accredited Course Yes / No *

3. School

Name:.....

IFPA Accredited Course Yes / No *

Tutor signature:.....Date:.....

I enclose my initial registration fee of £.....

NAME:.....IFPA MEMBERSHIP NO FU.....

ADDRESS.....

.....

POSTCODE Telephone No.

Remember to include **ALL** relevant documentation and the appropriate fee

IFPA INITIAL TUTOR REGISTRATION FORM

TEACHING QUALIFICATIONS

Please list teaching qualifications below, including awarding body and date of qualification. A copy of each certificate must accompany this application

| Qualification | Awarding body | Date/expected completion date |
|---------------|---------------|-------------------------------|
| | | |
| | | |
| | | |

TEACHING EXPERIENCE

Please list **ALL RELEVANT** teaching experience, including aromatherapy. Continue on a separate sheet if necessary

| Place of employment | Subjects taught | Dates from/to | Level |
|---------------------|-----------------|---------------|-------|
| | | | |
| | | | |
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| | | | |
| | | | |
| | | | |

I enclose the initial registration fee of (circle whichever applies)

£20 Trainee Tutor

£25 Tutor

£30 Principal Tutor

TUTOR DECLARATION:

I declare that I have checked the details provided above and believe them to be correct I declare that the document copies are true to the originals and I have not altered them in any way.

Tutor Signature:..... **IFPA registration number** FU.....

Date:.....

AROMATHERAPY QUALIFICATIONS

Please list below **ALL** your aromatherapy qualifications, together with the awarding body and date of qualification.

A copy of each certificate must accompany this application.

| QUALIFICATION | AWARDING BODY | DATE | LEVEL |
|---------------|---------------|------|-------|
| | | | |
| | | | |
| | | | |
| | | | |

Which of the above qualifications entitled you to IFPA membership?

State the number of years of continuous professional aromatherapy practice
 (Please note that you may be required to provide evidence in support of the above)

Are you currently in professional aromatherapy practice? YES/NO

CHANGE OF TUTOR STATUS

If you wish to change your tutor status, please Complete the appropriate section

1) I wish to change my tutor registration from TRAINEE TUTOR to TUTOR (cost £15)

| Qualification | Awarding body | Date completed |
|---------------|---------------|----------------|
| | | |
| | | |
| | | |

I confirm that I have completed the required training (trainee tutor to tutor) (I enclose certificate) and have the required number of years in practice.

Signature:..... Date:.....

2) I wish to change my registration from TUTOR to PRINCIPAL TUTOR (cost £15) I confirm that I have had 5 years in practice (tutor to principal tutor)

Tutor signature:.....Date:.....

IFPA Aromatherapy Tutor Criteria

Principal Aromatherapy Tutor

1. Must be a fully paid up member of the IFPA with insurance, either through the IFPA or to the same level of cover
2. Must be qualified in aromatherapy to IFPA, standard
3. Must have a minimum of 5 years continuous professional aromatherapy practice
4. Must hold a recognised teaching qualification, such as City and Guilds, equivalent or higher*
5. Applicants trained or teaching outside the UK must comply with clause 4 above
OR hold a recognised teaching qualification of an equivalent standard to that outlined in clause 4 from the country in which they trained/teach

Tutor

1. Must be a fully paid up member of the IFPA with insurance, either through the IFPA or to the same level of cover.
2. Must be qualified in aromatherapy to IFPA standard
3. Must have a minimum of 3 years continuous professional aromatherapy practice
4. Must hold a recognised teaching qualification, such as City and Guilds, equivalent or higher*
5. Applicants trained or teaching outside the UK must comply with clause 4 above
OR
hold a recognised teaching qualification of an equivalent standard to that outlined in clause 4 from the country in which they trained/teach
6. Must work under the direction of a principal tutor; but need not be personally supervised at all times
7. May teach a maximum of 75% of the aromatherapy contact hours unsupervised
8. Must continue in professional practice whilst upgrading to principal tutor status

*Those with a higher degree and teaching experience at university level MAY be exempt from the teaching qualification, at the discretion of the education committee. Council should ratify this exemption.

Trainee aromatherapy tutor

1. Must be a fully paid up member of the IFPA with insurance, either through the IFPA or to the same level.
2. Must be qualified in aromatherapy to IFPA standard
3. Must have a minimum of 2 years continuous professional aromatherapy practice
4. Must be undertaking a recognised teacher training course
5. Must comply with the regulations of the country of residence concerning teaching qualifications
6. Must work under the supervision of a tutor or principal tutor
7. May teach a maximum of 50% of the aromatherapy contact hours without in-class supervision
8. Must continue in professional practice whilst upgrading to tutor status

General notes on Registration of Tutors

1. **ALL** aromatherapy tutors teaching on **IFPA accredited** courses **must** be registered as such in order to comply with school accreditation regulations.
2. IFPA tutor registration is dependant on tutors remaining fully paid up members of the IFPA with insurance
3. Tutors who wish to be upgraded must apply to the IFPA for re-registration and pay the appropriate fee.

4. Tutors are eligible to register if they are teaching aromatherapy provided they meet the tutor criteria [see above] for the level they are applying to join.
5. School certificates/diplomas issued to students on completion of an IFPA accredited course must be signed by the registered principal aromatherapy tutor otherwise the certificate will be deemed invalid for the purposes of the qualified student obtaining full membership of the IFPA

* Those graduating from IFPA accredited university courses must provide a copy of their degree certificate to obtain full membership.

Successful applicants will be issued with an IFPA tutor registration card

Only those with a current IFPA tutor registration card will be eligible to teach aromatherapy on an IFPA accredited course

PRINCIPAL/PROGRAMME LEADER DECLARATION

IFPA TUTOR REGISTRATION /RENEWAL/CHANGE FORM

I declare that.....is currently an aromatherapy tutor
at.....
of which I am the principal/programme leader.

Signature..... Date.....

School Principal/Programme leader