



WALT APPROVED PHOTOBIO-MODULATION EDUCATIONAL COURSES

WALT establishment 30 years ago has setup the foundations for strong evidence based on harnessing photobiomodulation (PBM) for several applications. The WALT motto and goals are to continue in their mission to pave the way for PBM mainstreams. Additionally, the association is committed to serve their members. Hence, WALT Executive Board agreed to offer “WALT PBM Approved Courses” for continuous professional development (CPD/CEM) delivered by experienced educators.

1. Eligibility and Essential Requirements

- 1.1 Is or should become a WALT Member
- 1.2. The applicant is the one who delivers or directs the overall educational activities. If two course providers deliver the educational course, both need to comply with the requirements in section 2.1. in order for them to obtain WALT approval.
- 1.3. The course duration can be half-day for up to seven days. The scope of the course materials has to be specific. Any changes in the structure, contents and duration of the course, the course provider SHOULD inform the WALT Scientific Director (SD) immediately who will bring this to the Executive Board’s attention who will counsel with the SD. The updated course cannot commence WITHOUT the explicit intimation by the WALT Scientific Director.
- 1.4. Scientific merit: evaluation criteria, but not limited to; a) the significance of the subject, b) clarity of the objectives, c) compliance with WALT consensus or published literature; d) Compliance with Conflicts of Interests and non-commercial bias, e) clearly states level of evidence for established versus observed-inferred or speculative benefits.
- 1.5. Each course provider (s) is entitled to request a maximum of two courses for WALT approval for one calendar year for the fees specified in section 4.1.3.
- 1.6. All course materials must be submitted for review 8 weeks before the scheduled date and will be reviewed for conflicts and adequate masking of personally identifiable information. The SD, or delegate subject matter expert(s) will perform this review. All content will be kept confidential, on-file for a minimum of 3 years.
- 1.7. Course feedback and reports should be submitted to the WALT Scientific Director 4 weeks post course, the latest, according to the course frequency per year (i.e., yearly, biannually, tri-annually).
- 1.8. The course should comply with the WALT Policy of full disclosure of any conflict of interest or industry affiliation.
- 1.9. All the course attendees are eligible to receive a “Certificate of Participation” stating the continuing education credits (hours) issued by the authority body where the course

takes place. It is the responsibility of the course provider(s) to obtain the educational credits.

- 1.10. It should also be explicitly stated in the course content that, in compliance with all national and international regulations applicable, WALT does not endorse this course content or associated activities in deeming proficiency or competency for specified procedures with participation in the course.

2. Guidelines for prospective course provider (Healthcare professional)

2.1. Course Provider

- 2.1.1. The course provider who delivers the course should apply for their WALT approved course (s). Please provide the credentials of course provider who delivers the course with track-records of an academic or didactic training in good standing. They should be a healthcare professional or should be an educator with in-depth knowledge and experience in the course topic they apply for. This would be determined and evaluated by submitted C.V. to WALT.

- 2.1.2. The essential documents that are required for the evaluation are listed below. Please send on this email add WALT Scientific Director detailed below, with the following information

- The name of course provider(s) who delivers the course, credentials, along with their full professional C.V.
- Date of the course(s), name of the course, venue and address.
- Statement of mission and course (learning) objectives (minimum 3, up to 5) stated on published in the brochure.
- Educational course structure and contents.
- Target participants (who should attend, minimum qualifications).
- The educational resources (e.g., pre-course manual, learning materials, hands-out, monitoring education activity).
- Specifying the chosen course (s) from the list below
 - a. Dentistry and Oral Care
 - b. Neurorehabilitation
 - c. Wound Care
 - d. Dermatology
 - e. Medical Aesthetics
 - f. Supportive Care for Cancer
 - g. Metabolic and Endocrine
 - h. CVS
 - i. Pain Management and Addiction
 - j. Musculoskeletal and Bone
 - k. Reproductive Health.
 - l. Others and mechanism (Please specify)
- The course provider can invite WALT Executive Board member (s) of suitable discipline to deliver a course (s).

2.2. Methods of evaluation by participants under the following items:

- 2.2.1 Venue suitability for learning and teaching.
- 2.2.2 Evaluation of educational course by feedback scoring system (sections 2.4.2, 2.4.3)
- 2.2.3 Objective methods of assessment (MCQ).

2.3. CPD/CME credit

The WALT does not endorse or accredit CPD or CME. It is the responsibility of the course provider to obtain verifiable CPD credits from professional recognised accredited authority body of the country where the course takes place. This should be taken place prior the course commencement and after WALT approval.

2.4. Quality Assurance

The course provider who delivers the educational course is the one who should apply for WALT approved educational courses and course contents should follow the WALT Quality Assurance (QA) listed below:

- 2.4.1. QA is based on course provider submitted C.V, evaluated by WALT.
- 2.4.2. Structured formative assessment tool is necessary as evidence of QA. The structure of QA should be designed by course provider tailing to their own QA criteria.
- 2.4.3. Success in assessments should be outlined as a minimum of 80%. Should the applicant be unsuccessful, suitable remediation (by reviewing the course material) and reattempting the exam should be enabled at least once. Failure in the second attempt should advise retaking the entire course.
- 2.4.4. A post-course survey should be provided to all course participants. QA is based on course participants' feedback scoring of more than 80%. This should be submitted to WALT Scientific Director 4 weeks post course completion, the latest. If the score is below 80%, the course provider needs to submit a report to WALT explaining the necessary steps to improve the next course and is subjected to WALT review and approval.
- 2.4.5. WALT approval of the course does NOT give course provider the permission to issue Continuous Professional Developmental (CPD) or Continuing Medical Education (CME) accreditation. The provider who delivers the course needs to obtain CPD credits from their authority body.
- 2.4.6. WALT Course accreditation to course provider does NOT deem the course attendees to be proficient or competent in their professions. The course should be considered a knowledge enhancement program that remains subject to national and international professional regulations to practise PBM in their facilities.
- 2.4.7. The course contents must be based on WALT consensus papers and evidence-based practice WITHOUT any commercial elements. Suitable citations must be included with course content submitted for approval.
- 2.4.8. The course contents should comply with WALT specifications, with no commercial interests.
- 2.4.9. WALT is NOT responsible for course contents or learning materials, or provided handouts, or learning environment, or devices for demonstration.

2.5. Course attendance Certificate

All the attendees SHOULD receive a "Certificate of Participation". The certificate is NOT meant to attest to any level of proficiency or competency.

3. WALT Educational Course Accreditation and Approved logo

- The course provider who delivers the course can use the logo symbol with special number issued by WALT, but only in the format supplied by the WALT.

- Any approved symbol issued by the WALT must not be used in conjunction with other services offered by the course provider and must be used in connection with full-time educational provision only.
- In the event that the WALT approved course is expired (without a renewal application being submitted in accordance with these terms), or withdrawn, the licence to use the approved WALT symbol similarly expires or is withdrawn.
- As a mark of WALT course approval, WALT allows the use of a special logo provided by the WALT and the wording “WALT Approved Course for specific year calendar” on the certificates of the participations.
- It is prohibited for any unauthorised person to use the provided logo.
- A list of all successful candidates must be submitted to WALT with the final report that will be kept on file for a period of 10 years. Any reasonable request to verify course completion will be honoured by WALT.

4. Administration

- 4.1.1. Course accreditation is held for ONE calendar year subjected to renewal based on feedback of $\geq 80\%$ and this should be submitted to the WALT Scientific Director at least two months prior to the renewal date is due.
- 4.1.2. Annual fees are applicable when the application of the course provider is accepted. The fee is to be paid into the WALT account. This will be provided upon course approval.
- 4.1.3. The fee for one approved course is US \$ 450 per application for WALT members. If the course provider applies for two courses approval which is the maximum, the fees are US \$ 700. If anyone who is a non-WALT member, they can apply for course approval and would be valid ONLY for one calendar year, and we offer them a free WALT membership, as a gesture, for that timeframe, **ON CONDITION** they will become a WALT member if they decided to renew their approved course contract in due course.
- 4.1.4. WALT approved contract- this should be signed by the Responsible Course Provider after WALT approves their educational course(s), and is ONLY valid for one-calendar year from the course approval date, and can be renewed subjected to annual report stated in subheading 1.7.
- 4.1.5. The course provider from developing country pays only the course processing fees (US \$ 225 per application and if they apply for two courses approval, which is the maximum, then the fees are US \$ 350. The same terms and conditions of the WALT membership status of the course provider stated in section 4.1.4 is applied.
- 4.1.4 In common with any similar non-profitable organisation, WALT can never guarantee the authentication of the certificate, but will investigate a query or a complaint that comes to WALT’s attention.

Please do not hesitate to contact us should you require further info.

Yours Sincerely,
Reem

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