

## OsEAN MEMBERSHIP APPLICATION PROCESS

**Valid from October 2014**

OsEAN accepts memberships from educational structures who provide education and training in the osteopathic field. Individuals, however, cannot become members of OsEAN.

An audit is mandatory for all types of membership. In order to become a member of OsEAN the applying school needs to comply with the standard of the "EN 16686 – Osteopathic Healthcare Provision" and the OsEAN standard, which is an addition to the EN 16686. To provide an objective assessment of the applicant OsEAN found an external partner for quality assurance. The Austrian Standards Institute (hereinafter referred to as ASI) coordinated the development of the standard EN 16686 and was therefore found to be the best-suited partner for this task.

### 5 STEPS TO BECOME AN OSEAN MEMBER

#### STEP 1

Organisations interested in applying for a membership of OsEAN are encouraged to contact the OsEAN Office via email to [office@osean.com](mailto:office@osean.com). The office team will also assist the applicant in case of questions or problems.

OsEAN's working language is English, therefore we kindly ask you to provide all of the required documents in English. Thank you!

#### STEP 2

The application for membership should include the following:

- a. The Form I – "OsEAN member profile for Full Time School" completed, or the Form II – "OsEAN member profile for Part Time School" completed;
- b. The Form III – "Form III - OsEAN member profile Curriculum version 1.2 (Audit RM)" completed;
- c. Organigram of the school board;

- d. Short CV of heads of department, plus list of lecturers and their educational background;
- e. Plan of the school and its premises;
- f. A proof of the business status (private or public school, company, society etc.);
- g. A proof of Quality Certification if available;
- h. A proof of any accreditation (Ministry, University, Hospital etc.) when applicable.

All of the data above will later be required for the audit and can therefore be regarded as useful preparation.

The above mentioned forms as well as the ASI certification scheme are available as download on the OsEAN website ([www.osean.com](http://www.osean.com) → [Membership](#) → Membership Application Documents).

The completed forms need to be sent to the OsEAN office ([office@osean.com](mailto:office@osean.com)), which will check for completeness and forward the application to the OsEAN Membership Committee. The Committee will review all applications before inviting the applicant to take Step 3.

## STEP 3

- a. The applying school contacts Dr. Jonas at the Austrian Standards Institute:  
Dr. Peter Jonas (Director Certification)  
Austrian Standards  
Heinestraße 38, 1020 Vienna, Austria  
T: +43 1 213 00-413  
E: [p.jonas@austrian-standards.at](mailto:p.jonas@austrian-standards.at)  
W: [www.austrian-standards.at](http://www.austrian-standards.at)
- b. The ASI sends the contract and the audit checklist.
- c. The applicant signs contract and coordinates the audit dates with the ASI.
- d. The audit is performed by the ASI.
- e. The certification/audit result is given by the ASI.

## STEP 4

The ASI informs OsEAN about the results of the audit. Schools that are certified can become full members of OsEAN, other schools can become associate members.

## STEP 5

OsEAN accepts the membership with a formal vote of the OsEAN Board.

## COSTS

For the OsEAN part of the application process no costs occur.

However, the audit by ASI for a typical school with one site will cost about €4.000,- +VAT and travel expenses until the end of 2017, from January 2018 the audit will cost about €5.000,- (no responsibility can be taken for this information). The price is set by the ASI and OsEAN has no control over it or over the audit process.