



Guidance

for applications to become an examining body
for certificates of competence for treatments
using non-ionising radiation and sound in
accordance with the Ordinance to the Federal
Act on Protection against the Risks associated
with Non-Ionising Radiation and with Sound (O-
NIRSA)

November 2024 edition

Content

1	Introduction.....	5
1.1	Purpose of the guidance	6
1.2	Structure of the guidance	6
2	FDHA Ordinance on certificates of competence.....	7
2.1	Criteria for the inclusion of certificates of competence in the FDHA O.....	7
2.2	Process for the inclusion of certificates of competence in the FDHA O	7
2.3	Application documents to be submitted	7
3	Structure of the certificate of competence	8
3.1	Modular structure	8
3.2	Module on fundamentals.....	9
3.3	Module on technologies.....	9
3.4	Modules on treatment-specific knowledge and skills (TKS)	10
3.4.1	Standard TKS modules	10
3.4.2	Extended TKS modules	10
3.4.3	Structure of the TKS module.....	11
3.4.4	Teaching the TKS module	12
4	Responsibilities of the examining body	13
4.1	Admission requirements for training and examinations	13
4.2	Advertising	13
4.3	Conducting of training	13
4.3.1	Module training duration	14
4.3.2	Possible module training and examination forms	14
4.3.3	Trainer qualifications.....	15
4.4	Training and examination procedures.....	15
4.5	Conducting the examination.....	16
4.5.1	Responsibilities of the examination experts.....	16
4.5.2	Qualifications of the examination experts	16
4.5.3	Duration, timing and form of the examinations	16
4.5.4	Examination aids.....	16
4.5.5	Examination and assessment requirements.....	17
4.6	Issuing and notification of certificates of competence	17
4.6.1	General	17
4.6.2	Issuing of certificates of competence.....	18
4.6.3	Notification of persons with certificates of competence in the ePortal NIRSA	18
4.7	Annual reporting of examination statistics and planned training and examinations....	19
4.8	Notification and submission of changes.....	19
4.8.1	Changes in personnel	19
4.8.2	New external providers for a certificate of competence already included in the list	19
4.8.3	Changes in the content of teaching materials, teaching plans, examination questions, etc. .	19
4.8.4	Substantial changes in content	20
4.8.5	Extended certificates of competence for already listed certificates of confidence	20
4.8.6	New certificates of competence of an examining body already listed in the FDHA O.....	20
4.8.7	Offering certificates of competence in other languages	21
5	Submitting an application as an examining body.....	22
5.1	Requirements	22
5.2	Submitting the application.....	22

5.3	Submitting applications with several certificates of competence	26
5.4	Resubmission of an improved application	26
5.5	Submitting an application for an additional certificate of competence offered by an examining body already included in the FDHA O list	26
5.6	Submitting applications in several languages.....	26
6	Content of the applications	27
6.1	Application form part 1: information on the organisation of the examining body submitting the application	27
6.1.1	Applicant: legal entity or natural person.....	27
6.1.2	Correspondence address of the applicant	27
6.1.3	Overview of the providers of the individual modules	27
6.1.4	Information on the examination office	27
6.1.5	Information on the examination board	27
6.1.6	Information on the examination regulations	28
6.1.7	Desired language and signature	28
6.1.8	Conclusion	28
6.2	Application form part 2: module on fundamentals.....	29
6.2.1	Module provider	29
6.2.2	Qualifications of the examination experts 1-3.....	29
6.2.3	Area of assignment and qualifications of the trainers	30
6.2.4	Teaching plan	31
6.2.5	Examination questions.....	32
6.2.6	Assessment scheme	33
6.2.7	Confirmation that the information provided in this form is truthful	34
6.3	Application form part 3: module on technologies	35
6.3.1	Module provider	35
6.3.2	Qualifications of the examination experts 1-3.....	35
6.3.3	Area of assignment and qualifications of the trainers	35
6.3.4	Teaching plan	36
6.3.5	Examination questions.....	38
6.3.6	Assessment scheme	39
6.3.7	Recognition of laser protection courses by applicants	39
6.3.8	Confirmation that the information provided in this form is truthful	40
6.4	Application form part 4: TKS module	41
6.4.1	Module provider	41
6.4.2	Module offered	41
6.4.3	Qualifications of the examination experts 1-3.....	41
6.4.4	Area of assignment and qualifications of the trainers	42
6.4.5	Teaching plan	42
6.4.6	Examination questions.....	44
6.4.7	Assessment scheme for the TKS module examination	45
6.4.8	Information on the two additional compulsory practical treatments using running equipment and recognition of practical experience	46
6.4.9	Confirmation that the information provided in this form is truthful	46
7	Assessment of the application and decision on the entry of the examining body in the list.....	47
7.1	Assessment of the application	47
7.2	Decision on entry of the certificate of competence	47
7.2.1	Positive decision	47
7.2.2	Negative decision.....	47

8	Periodic reviews by the FOPH	49
8.1	Current state of knowledge and technology	49
8.2	Case-by-case review	49

1 Introduction

Since 1 June 2019, treatments using non-ionising radiation have been governed in Switzerland by the Federal Act of 16 June 2017¹ on Protection against Non-Ionising Radiation and Sound (NIRSA) and the associated Ordinance of 27 February 2019² (O-NIRSA). Following a transitional period of five years, it will only be possible to perform these treatments with a certificate of competence from 1 June 2024.

Persons who wish to perform the treatments using non-ionising radiation or sound specified in Table 1 must complete training and pass an examination in order to obtain the certificate of competence. Seven different certificates of competence can be obtained. These are listed in Table 1. An administrative body made up of six affected organisations³ has developed the training programmes and examination content for the training and examinations to be undertaken to acquire these certificates of competence.

A certificate of competence confirms that the holder has acquired the necessary qualifications and is entitled to carry out the treatments specified.

Treatments	Designation of certificate of competence (CC)
Laser acupuncture	CC laser acupuncture
Laser hair removal	CC laser hair removal
Hair removal using intense pulsed light (IPL)	CC hair removal using intense pulsed light (IPL)
Laser removal of permanent make-up and tattoos → <i>This excludes treatments on eyelids or close to the eyes (up to 10 mm), which may only be carried out by physicians or by practice personnel directly instructed by them.</i>	CC permanent make-up and tattoo
Treatment of acne, wrinkles, scars, post-inflammatory hyperpigmentation and stretch marks, as well as rosacea, birthmarks and spider naevi measuring less than or equal to 3 mm → <i>This excludes treatments of spider naevi, haemangioma and telangiectasias on eyelids or close to the eyes (up to 10 mm), which may only be carried out by physicians or by practice personnel directly instructed by them.</i>	CC skin and pigmentation
Treatment of cellulite and subcutaneous fat	CC cellulite and subcutaneous fat
Treatment of fungal nail infections	CC fungal nail infections

Table 1: List of certificates of competence and the associated treatments

¹ SR 814.71

² SR 814.711

³ Association Suisse des Esthéticiennes avec Certificat Fédéral de Capacité ASE CFC, Association Suisse des Esthéticiennes Propriétaires d'Instituts de beauté ASEPIB, TCM Fachverband Schweiz TCM-FVS, Schweizerische Gesellschaft für medizinische Kosmetik SGMK, Schweizerischer Podologen-Verband SPV/OPS, Verband schweizerischer Berufstätiger VST

1.1 Purpose of the guidance

The training and the examination for obtaining the certificate of competence must reflect the current state of knowledge and technology and meet the requirements stipulated in the O-NIRSA. This guidance prepared by the FOPH is designed as an aid for examining bodies wishing to issue certificates of competence. It elaborates the requirements specified in the O-NIRSA as well as the training programmes and examination content of the administrative body and indicates the state of the art in science and technology. Prospective examining bodies are to submit their applications in accordance with this guidance.

1.2 Structure of the guidance

The guidance is made up of eight sections:

- **Section 2** explains how an applicant can be listed in the FDHA Ordinance (FDHA O) as an examining body and thus commence operations as an examining body.
- **Section 3** explains how exactly the training for a certificate of competence is to be structured.
- **Section 4** lists and explains all of the responsibilities of an examining body, ranging from the conducting of training to the issuing of certificates of competence.
- **Section 5** explains what requirements have to be met before an application can be submitted and provides details of the submission process.
- **Section 6** explains all points of the official application forms in detail and thus serves as an aid to applicants when completing them.
- **Section 7** explains how the FOPH reviews applications and what the procedure is following the acceptance or rejection of an application.
- **Section 8** describes how the FOPH conducts regular reviews of the state of the art in science and technology and how it performs selective checks of the examining bodies.

2 FDHA Ordinance on certificates of competence

The Federal Department of Home Affairs (FDHA) has issued the FDHA Ordinance on certificates of competence for treatments for cosmetic purposes using non-ionising radiation and sound of 24 March 2021 (hereinafter referred to as the “FDHA O”), which lists the certificates of competence that a certain examining body is permitted to issue. The examining body offers the relevant training, conducts the corresponding examinations and issues certificates of competence. This section explains the process that an examining body has to follow, which criteria need to be met and which documents have to be submitted and where in order for the certificate of competence issued by an examining body to be included in the FDHA O list.

2.1 Criteria for the inclusion of certificates of competence in the FDHA O

In the following sections, this guidance explains the criteria that have to be met for certificates of competence to be included in the FDHA O. The FDHA O lists certificates of competence issued by examining bodies whose training and examinations for obtaining the certificates of competence meet the requirements laid down in the O-NIRSA (Annex 2 Number 3), reflect the current state of knowledge and technology and satisfy the requirements of the administrative body.

In principle, only domestic entities can be added to the FDHA O. Applications received from foreign entities wishing to conduct training and examinations outside Switzerland cannot be considered. An exception is made for foreign entities that provide an address for service in Switzerland and conduct their examinations and training in Switzerland. Such entities can be included in the FDHA O.

2.2 Process for the inclusion of certificates of competence in the FDHA O

The process for the inclusion of a certificate of competence in the FDHA O is as follows:

1. Interested entities submit their applications for the inclusion of a certificate of competence in the FDHA O to the FOPH by 28th of February of any year.
2. On behalf of the FDHA, the FOPH reviews the application, which includes details of the training programmes and examination content as well as documentation of the professional qualifications of the trainers and examination experts. The FOPH conducts the review on the basis of the criteria defined in this guidance.
3. If the submitted documents comply with the requirements set out in Annex 2 Number 3 of the O-NIRSA, fulfil the specifications outlined in this guidance and the documentation of the administrative body, and reflect the current state of knowledge and technology as it is described in principle in the FOPH guidance, the certificates of competence are included in the FDHA O.
4. If the submitted documents do not meet these requirements, the applicant is informed in writing by the FOPH that they will not be included in the list. The entity may resubmit its application to the FOPH at the next application submission date.

2.3 Application documents to be submitted

An applicant may offer one or more certificates of competence. Section 5 of this guidance provides a detailed description of which documents have to be submitted. In order to aid comprehensibility, the training and examination documents should use the same terminology as used in this guidance.

3 Structure of the certificate of competence

This section describes how the certificate of competence is structured, which content is taught and which requirements have to be met for the individual certificates of competence.

3.1 Modular structure

The certificate of competence comprises three modules: the fundamentals module, the technologies module and one of seven different modules on treatment-specific knowledge and skills (TKS) covering all the treatments for which a certificate of competence is required.

Depending on candidates' previous training (Table 2), there are two paths for the acquisition of a certificate of competence (Figure 1):

Path 1 is designed for all those who do not have any of the qualifications specified for Path 2. Here, the fundamentals module must first be pursued and successfully completed with an examination. Candidates can then pursue the technologies module and, when this has been successfully completed, the standard TKS module. The certificate of competence is acquired when the examination for the standard TKS module is passed.

Path 2 is designed for beauticians with a Federal Diploma of Vocational Education and Training (EFZ), a Federal Diploma of Higher Education (FA) or an Advanced Federal Diploma of Higher Education (HFP), dermapigmentologists with a higher education qualification, podiatrists with a Federal Diploma of Vocational Education and Training (EFZ) or an Advanced Federal Diploma of Higher Education (HF), as well as acupuncturists TCM. They are not required to attend the fundamentals module, starting instead with the technologies module. Having successfully completed this module, they are required to pursue an extended TKS module, consisting of the standard TKS module and a shorter version of the fundamentals module. The certificate of competence is acquired when the examination for the extended TKS module is passed.

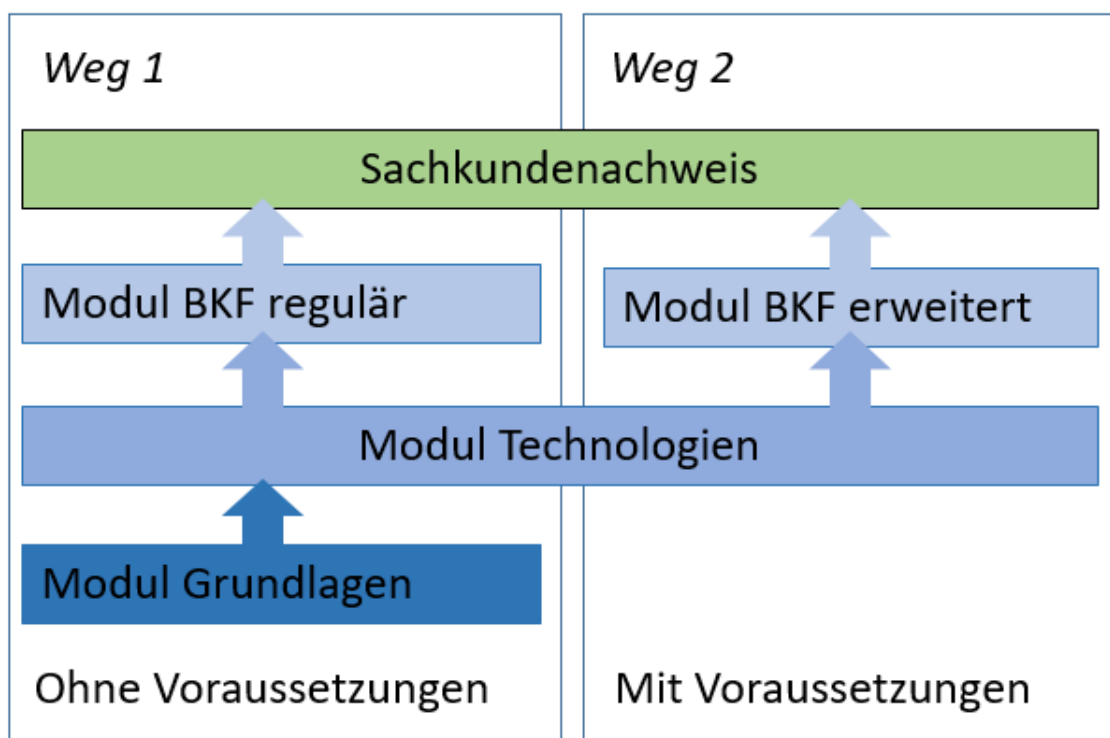


Figure 1 Structure of the modules for certificates of competence

Gruppen		Modul Grundlagen	Modul Technologien Tag 1 (Optische Strahlung)	Modul Technologien Tag 2 (Radiofrequenz, Niederfrequenz, Ultraschall & Kryolipolyse)	Modul BKF regulär	Modul BKF erweitert EFZ	Modul erweitert höhere Berufsbildung
Gruppe A	Personen ohne Vorbildung oder Personen, die nicht Gruppen B-F angehören	X	X	X	X		
Gruppe B	Kosmetiker/innen EFZ		X	X		X	
Gruppe C	Kosmetiker/innen HFP & FA DermapigmentologInnen mit höherer Berufsbildung		X	X			X
Gruppe D	Podolog/in EFZ		X (Laser)			X	
Gruppe E	Podolog/in HF		X (Laser)				X
Gruppe F	Akupunkteur/in TCM		X (Laser)				X

Table 2: Overview of training modules required for a certificate of competence according to the candidates' qualifications.

3.2 Module on fundamentals

The fundamentals module covers the essential knowledge required for the treatments specified under the O-NIRSA in the following areas: anatomy, physiology and pathophysiology of human skin and hair, changes in skin, vessels, nails and tissue, and assessment of skin, hair, vessels, nails and tissue.

The training programmes and examination content of the administrative body for this module can be found in the module descriptions on the FOPH website. This relevant content must be taught during training and tested in the examination.

The training should be varied, with different forms of teaching being utilised. The application must contain detailed information on which content is to be taught and how (form of teaching) as well as which documents are to be used to support the training (see sections 5 and 6).

3.3 Module on technologies

The technologies module covers essential knowledge of the technologies underlying the treatments specified in the O-NIRSA and comprises two parts:

Teil	Inhalte	Wer
1	Optische Strahlung (Laser und IPL)	Alle
2	Radiofrequenz, Niederfrequenz, Ultraschall, Stosswelle und Kryolipolyse	Alle ausser PodologInnen und AkupunkteurInnen

The first part "optical radiation" must be attended by all candidates. All podiatrists and acupuncturists are exempted from the second part as well as from the IPL component of the first part, as they work exclusively with lasers.

The training programmes and examination content of the administrative body for this module can be found in the module descriptions on the FOPH website. This relevant content must be taught during training and tested in the examination.

Section 6.3.7 provides a description of the exemptions applicable to persons who have attended a laser protection course.

The training should be varied and as practice-oriented as possible, with different forms of teaching being utilised. The application must contain detailed information on which content is to be taught and how (form of teaching) as well as which documents are to be used to support the training (see sections 5 and 6).

3.4 Modules on treatment-specific knowledge and skills (TKS)

Depending on the candidates' existing qualifications, the TKS module can be offered in a standard or extended form for each certificate of competence.

While the fundamentals and technologies modules are the same for all certificates of competence, the TKS modules teach treatment-specific practical skills and capabilities and further deepen the candidates' specialist knowledge required to perform the treatments as specified under the O-NIRSA. There are seven modules in total, which cover all treatments and are offered by an examining body. An examining body can offer one or more TKS modules:

Anzubietende Module BKF, regulär/erweitert
Modul BKF Laser-Akupunktur
Modul BKF Haarentfernung mittels Laser
Modul BKF Haarentfernung mittels IPL
Modul BKF Permanent-Make-up und Tattoo
Modul BKF Haut und Pigmentierung
Modul BKF Fettpolster und Cellulite
Modul BKF Nagelpilz

3.4.1 Standard TKS modules

The standard TKS module is designed for all persons who have no previous training, who do not belong to groups B–F as per Table 2 under section 3.1 of this guidance or who have already acquired a certificate of competence in accordance with the rules of these examination regulations. Standard TKS modules are only possible for cosmetic treatments.

3.4.2 Extended TKS modules

Beauticians with a Federal Diploma of Vocational Education and Training (EFZ), a Federal Diploma of Higher Education (FA) or an Advanced Federal Diploma of Higher Education (HFP), dermapigmentologists with a higher education qualification, podiatrists with a Federal Diploma of Vocational Education and Training (EFZ) or an Advanced Federal Diploma of Higher Education (HF), as well as acupuncturists TCM can acquire the certificate of competence as part of a shortened

training programme by completing an extended TKS module (Path two as per Figure 1 under section 3.1). In addition to the content of the standard TKS module (section 3.4.1), the extended TKS module includes individual sections of the fundamentals module (section 3.2) and an overview of the fundamentals module (section 3.2)

The aforementioned persons are not required to attend the fundamentals module, starting instead with the technologies module. After completing the technologies module, they must then attend the extended TKS module. **The examination of the fundamentals covered in the extended TKS module corresponds to that of the fundamentals module (section 3.2). This means that all examinations from the fundamentals, technologies and TKS modules are taken, although only the technologies and TKS modules are attended.** The minimum length of the training and examinations is defined in the examination regulations of the administrative body.

There are the following extended modules on treatment-specific knowledge and skills (TKS):

- *Extended TKS module – cosmetics EFZ* for beauticians with a Federal Diploma of Vocational Education and Training (EFZ)
- *Extended TKS module – higher education qualification in cosmetics* for beauticians with a Federal Diploma of Higher Education (FA) or an Advanced Federal Diploma of Higher Education (HFP) as well as dermapigmentologists with a higher education qualification
- *Extended TKS module – podiatrists EFZ* for podiatrists with a Federal Diploma of Vocational Education and Training (EFZ)
- *Extended TKS module – higher education qualification in podiatry* for podiatrists with an Advanced Federal Diploma of Higher Education (HF)
- *Extended TKS module – laser acupuncture* for acupuncturists TCM

The detailed admission requirements for the individual modules can be found in the examination regulations of the administrative body.

The administrative body and the FOPH recommend that persons who are eligible for the extended modules EFZ or HF owing to their prior education consult the content of the fundamentals module before commencing the training programme. Should they identify any gaps in their knowledge (Figure 1, section 3.1), they are advised to choose Path 1 and attend the fundamentals module in full. With respect to the fundamentals, the extended TKS module serves merely to refresh the candidates' knowledge of material they have already learned as well to provide information on the specific fundamentals relating to the new regulations specified under the O-NIRSA.

3.4.3 Structure of the TKS module

The specific training programmes and examination content of the TKS modules can be found on the website and provide details of what needs to be trained. There are six documents:

Modulbeschreibungs-Dokumente	Version		
Modul BKF Kosmetik <i>(beinhaltet BKF Haarentfernung, Haut und Pigmentierung, Fettpolster und Cellulite, Permanent-Make-up und Tattoo)</i>	regulär	erweitert EFZ	erweitert, höhere Berufsbildung
Modul BKF Nagelpilz		erweitert EFZ	erweitert, höhere Berufsbildung
Modul BKF Laser-Akupunktur			erweitert

3.4.4 Teaching the TKS module

3.4.4.1 Practical training in the TKS module

The training provided in the TKS module should be as practice-oriented as possible. The number of candidates must be adjusted in a manner that ensures safe and secure teaching.

3.4.4.2 Theoretical training in the TKS module for cosmetics

The theoretical training programmes of the five TKS modules for skin and pigmentation, permanent make-up and tattoo removal, cellulite and subcutaneous fat, laser hair removal, and hair removal using intense pulsed light is described in the “cosmetics TKS” module in areas A, B and D. The training provided on this content primarily focuses on teaching the specifics for each certificate of competence separately and deepening the candidates’ knowledge of the required fundamentals. Examining bodies that offer several certificates of competence are not permitted to divide the TKS module into sub-modules in order to shorten the training duration for persons who already hold a certificate of competence. Areas A, B and D of the TKS modules must always be conducted in full in a manner tailored to each certificate of competence.

3.4.4.3 Practical training in the TKS module for cosmetics

The training programmes for the treatment plans and the actual performance of the treatment is specifically formulated for each of the five certificates of competence in area C. Area C of the TKS modules must always be conducted in full in a manner tailored to each certificate of competence.

3.4.4.4 Training in the TKS modules for nail infections and laser acupuncture

The training programmes for the nail infections and laser acupuncture modules are listed in the separate module descriptions. Module providers structure their training accordingly and ensure that the course participants are able to master all of the professional situations presented upon completing the training.

3.4.4.5 Compulsory additional practical treatments

In accordance with section 3 of the examination regulations, all TKS modules include the requirement to perform two compulsory practical treatments using running equipment. These treatments must be carried out in addition to the theoretical and practical training and examination as specified in the module description. Under certain conditions, it is possible for candidates not to perform these treatments. The relevant conditions are described in the examination regulations. In its application to the FOPH, the examining body must state how and with whom these two treatments are to be carried out (details in this regard can be found in sections 5 and 6).

4 Responsibilities of the examining body

This section describes the requirements and responsibilities of the examining bodies.

The training and examinations for a certificate of competence can only be carried out by examining bodies that are specifically listed for this certificate of competence in the FDHA O.

The examining body is responsible for ensuring the smooth running of the training and examination and has the following tasks:

- Organising the training and examination
- Reviewing whether candidates meet the training and examination requirements
- Conducting the training
- Ensuring the training and examination registration procedures
- Conducting the examinations
- Issuing personal certificates of competence
- Reporting to the FOPH in accordance with the FDHA O

4.1 Admission requirements for training and examinations

For each module, the examining body must check whether candidates meet all of the requirements to participate. These requirements are governed in the examination regulations of the administrative body.

4.2 Advertising

When advertising training and examinations for certificates of competence, it must be clearly stated and apparent which examining body will issue the certificate of competence. External providers are not considered to be examining bodies. Examining bodies may only advertise using the name with which they are entered in the FDHA O.

Among others, this applies to the following areas:

- Online listings (on every subpage)
- Advertising letters
- Advertising e-mails
- Promotional calls
- ...

Courses for certificates of competence may only be advertised if the examining body for the certificate of competence in question is included in the FDHA O Annex. The relevant date for this listing is the date on which the revised FDHA O list is published in the Official Compilation of Federal Legislation. Examining bodies whose certificates of competence are added to the FDHA O list are notified of this date accordingly by the FOPH.

4.3 Conducting of training

The examining bodies conduct both the training and the examination. They are responsible for ensuring that the relevant training and examination requirements are met in accordance with the training programmes and examination content of the administrative body as specified in the module descriptions and section 3 of this guidance.

4.3.1 Module training duration

The minimum module training duration is specified and stated in the respective module description.

4.3.2 Possible module training and examination forms

The training and examinations for the fundamentals and technologies modules can also be conducted online. You can find the basic rules and recommendations for the online learning in the box below. The application must include a concept with corresponding verification including a detailed description of how the individual basic rules and recommendations are implemented and complied with. For example, it must be demonstrated how the examining body will verify the identity and presence of candidates using suitable means as well as how it will ensure that it is not possible, for example, for someone other than the person who has registered to complete the training and the examination. Furthermore, all other requirements relating to the applications must be complied with, for example the documents must be submitted numbered so as to ensure that the FOPH is able to readily check the module content (Section 6). As is the case with face-to-face modules, a script must also be available for the persons receiving training.

The training and examinations for TKS modules may only be conducted on site.

Requirements and recommendations for online training for the modules on technologies and fundamentals for certificates of competence at level 2 for treatments specified in the O-NIRSA

Requirements:

- According to the administrative body's examination regulations, **examinations may only be conducted on-site.**
- **In-person on-site training made available online is not permissible**, as the quality of training cannot thus be ensured. In particular, persons who are new to the material would only benefit to a very limited extent from such training. In other words, it is important for the participants to be actively involved, and also for them to be able to interact with one another.
- The **maximum number of participants is reduced** compared to in-person on-site training. No more than 10 participants are permitted per online course, so that a high-quality learning experience and outcome is ensured.
 - ✓ The larger the group, the higher the proportion of information. Discussion is easier with smaller groups, so a lot of work should be done in small groups (breakout rooms).
Ideal group size: 3–4 participants.
 - ✓ The larger the group, the more important is clear structuring and management of individual speaking times. Attention spans are shorter in front of a screen, which creates a need for variety. For lengthy course days, screen-free activities should be included, with a larger number of shorter breaks.
- In line with the administrative body's examination regulations, the trainer must **continuously monitor participants' on-camera presence**. We recommend that trainers use two screens, one for looking at the participants and the other for everything else. Apart from the monitoring function, presence on camera during training is also more pleasant for the participants, and facial expressions are also important for instructors, allowing them, for example, to recognise topics/questions that are found difficult at an early stage. The barrier to asking questions will also be lower.
- **Course content and structure:**
 - ✓ The learning objectives must be comprehensible and be communicated in advance. Communication channels and the data repository must be clearly explained.
 - ✓ The course must be structured in such a way that participants are involved from the start (e.g. with a check-in). In the online setting, personal relations must be deliberately established; time should also be allowed for this purpose.
 - ✓ Online training can only be conducted in the form of active instruction, with both the trainer and the course participants present. Self-study modules are only permitted for additional learning modules not relevant for examinations. The participants are to be addressed and supported, and

interaction is to be facilitated.

- The **course participants' identity** is to be checked via ID or passport in the first lesson for group sizes up to 4 persons; with larger groups, it should be checked at the beginning of each course day.
- **Trainers** giving online instruction must provide **evidence** (completed course) of their online platform skills.
 - ➔ The minimum requirement is an in-depth 2-day course on e-didactics and e-learning.
- **Substitute trainers** not listed as personnel in the application submitted are **not permissible**.
- The **online platform** employed is part of the application and must be presented to the FOPH.

Recommendations:

- ✓ If trainers use a headset to communicate, this is much more pleasant for participants, as background noise is eliminated.
- ✓ A good (possibly external) camera will be appreciated. Attention should be paid to the camera angle, with the camera being positioned at eye level.
- ✓ The internet connection must be stable (it may be better to use a network cable rather than a wireless network).
- ✓ An online data repository should be made available so that study materials can be provided.
- ✓ A plan B should always be prepared in case of problems with log-in. For example, emergency numbers can be communicated in advance or other channels announced for communication before training starts. The various settings should also be tested in advance, so that appropriate support can be provided (e.g. using other devices, including a smartphone).
- ✓ Communication: expectations should be clearly communicated, with the subject of netiquette being addressed.

4.3.3 Trainer qualifications

The examining bodies are responsible for appointing suitable trainers.

These trainers must hold the qualifications listed below and may only be deployed for the functions and specialist areas specified by the examining body.

Trainers...

- have demonstrable specialist qualifications for teaching the content covered by the study programmes. The minimum requirement is a Federal Diploma of Vocational Education and Training (EFZ) for the professional field in which they will provide training or a demonstrable equivalent qualification;
- have at least three years' professional experience in the respective field;
- must have at least two years' teaching experience;
- have the necessary language skills to be able to train people.

4.4 Training and examination procedures

A detailed description of the training and examination procedures can be found in the examination regulations of the administrative body. The examining body must comply with these registration and examination procedures. The following points are covered:

- Announcement of the modules and module examinations
- Training and examination registration
- Costs
- Withdrawal
- Non-admission and exclusion
- Assessment of the examination

- Appeal
- Resits

4.5 Conducting the examination

All modules are concluded with an examination. The examinations for the TKS module (theoretical and practical) must fulfil the requirements of the respective certificate of competence, which can be found in the training programmes and examination content (module descriptions) of the administrative body. The examination regulations of the administrative body must also be observed.

- **Note on the examination content and duration for extended modules:** although the extended form of the TKS module does not necessitate a fundamentals module course, the content and duration of the examination for the fundamentals module is exactly the same as for the standard version.

4.5.1 Responsibilities of the examination experts

The examination experts:

- prepare the examinations tasks and examination rubrics;
- conduct the examinations taking account of their rules as stipulated under the examination regulations;
- record the examination results in writing in the specified documents or the examination rubrics;
- participate annually in further training courses for examination experts organised by the examining body;
- participate in the examination conferences (preparatory meetings, debriefings, etc.);
- undertake to maintain secrecy about the examination process and content.

4.5.2 Qualifications of the examination experts

The examining bodies are responsible for appointing suitable examination experts. These examination experts must hold the qualifications listed below and may only be deployed for the functions and specialist areas specified by the examining body.

The examination experts:

- have demonstrable professional qualifications for conveying the content of the training programme. The minimum requirement is a Swiss Federal Certificate of Competence (EFZ) for the professional field in which they will be examining or an equivalent qualification;
- have at least three years' professional experience in the area in which they will be examining;
- may not be a trainer on the same module;
- have the necessary language skills to be able to train people.

4.5.3 Duration, timing and form of the examinations

The duration, timing and form of the examinations are specified in the respective module descriptions and in the examination regulations of the administrative body. All examinations are graded either pass or fail.

4.5.4 Examination aids

It is not permitted to use any aids during the examinations for the fundamentals and TKS modules. For the technologies module examination, it is allowed to use all documents that were distributed during the course of the module. Electronic aids are not permitted.

4.5.5 Examination and assessment requirements

The following points must be observed when conducting and assessing the written examinations:

- The examination requirements outlined in the module descriptions of the administrative body are implemented.
- The number of examination questions is chosen in such a way that it is possible to recompile the questions each time the examination is held over a period of roughly two years, thus preventing candidates from learning the answers by heart. To this end, each individual sub-area is covered with at least three to five questions, unless a sufficiently open-ended question is used that cannot be answered in a simple manner.
- There are no dependencies between the individual examination tasks.
- The tasks are formulated in a precise and comprehensive manner.
- Candidates are seated at a sufficient distance from one another (approx. 1.5 metres) to ensure that it is not possible to copy the answers of others.
- An examination expert supervises the examination on site.
- The examination expert is not allowed to provide any information pertaining to the content of the examination while it is being held.
- The examination is assessed in a uniform, transparent and comprehensible manner in accordance with the criteria formulated in the assessment rubric.

The following points must also be observed during the practical examination:

- The practical examination must be held in a treatment room that allows the candidates to demonstrate the points to be examined. The treatment room is set up so that all devices needed to test the requirements for the relevant certificates of competence are available.
- The examination expert inspects the examination venue in advance and pays particular attention to the following points: is there sufficient space, light and air? Are the necessary materials available?
- The protocol (assessment rubric) includes all observations that will be assessed later.
- The examination is conducted by two examination experts. They compare and discuss their observations and make the assessment together.

4.6 Issuing and notification of certificates of competence

4.6.1 General

A certificate of competence must be acquired in full from a single examining body. This means that it is not possible, for example, to complete a technologies module with one examining body and the other modules with a different examining body. For any further certificates of competence, a TKS module can be completed with another examining body, which will then issue the new certificate of competence.

Example:

Technologies module and fundamentals module	TKS module for laser hair removal	DOES NOT RESULT IN A CERTIFICATE OF COMPETENCE
..with examining body A	..with examining body B	

Certificate of competence for laser hair removal	TKS module for skin and pigmentation	RESULTS IN AN ADDITIONAL CERTIFICATE OF COMPETENCE for skin and pigmentation
..with examining body A	..with examining body B	..with examining body B

4.6.2 Issuing of certificates of competence

The examining body issues a certificate of competence to persons who have passed all examinations and performed the two compulsory practical treatments with running equipment as part of the TKS module. The certificate of competence must include the following information:

- a) Designation of the certificate of competence in accordance with Number 1 of the Annex to the FDHA O
- b) First name and last name of the person who has obtained the certificate of competence
- c) Date of birth of the person who has obtained the certificate of competence
- d) Approved treatment in accordance with Number 1 of the Annex to the FDHA O
- e) Name of the examining body in accordance with Number 1 of the Annex to the FDHA O
- f) Date and place of completion

➔ **No further information should be included on the certificate of competence.** Please note in particular that the individual modules of a certificate of competence are simply a structuring format for the training required by an examining body, however they have no legal validity in the FDHA O. For this reason, the certificate of competence does not include details of completed modules.

Important: prior to issuing a certificate of competence for the first time, the draft must be presented to the FOPH and consent to issue the certificate of competence in this form must be obtained.

We recommend the following text for certificates of competence:

“First name, last name, date of birth dd.mm.yyyy, successfully completed the examinations required for certificate of competence xy by examining body x, as per the requirements for the certificate of competence based on the Ordinance to the Federal Act on Protection against the Risks associated with Non-Ionising Radiation and with Sound (O-NIRSA) of 27 February 2019.

Examining body x is listed as an examining body by the Federal Department of Home Affairs for the issue of certificates of competence conforming to O-NIRSA.”

➔ *It is also advisable to mention the ePortal, ideally with a QR code to the web page:*

Link to NIRSA ePortal

The requirements for achieving a certificate of competence are relaxed in the following cases:

persons with longstanding professional experience in the area for which the certificate of competence is desired who can demonstrate to the examining body on the basis of customer dossiers that they have performed three treatments are not required to carry out the two compulsory practical treatments using running equipment. This is provided that all of the customer dossiers satisfy the requirements stipulated for the practical component of the TKS module training programmes. The examining bodies have guidelines in place that allow them to fully assess in writing the work experience presented in the customer dossiers based on the training programmes of the TKS module.

4.6.3 Notification of persons with certificates of competence in the ePortal NIRSA

After being entered in the FDHA O, examining bodies receive access to the ePortal NIRSA where they can provide notification of persons who have obtained certificates of competence. They are responsible for notifying the FOPH of persons with a newly acquired certificate of competence within one month of the certificate being obtained. The examining bodies are responsible for ensuring that the data is up to date and correct. Link to the portal: [NIRSA \(admin.ch\)](https://www.admin.ch/nirsa)

4.7 Annual reporting of examination statistics and planned training and examinations

Each examining body must report the following information to the FOPH by 31 October of each year in the format presented below:

Total number of successfully completed module examinations from October of last year to September of this year*	
Total number of unsuccessfully completed module examinations from October of last year to September of this year*	

*This is a single figure: all successfully or unsuccessfully completed module examinations in this period

The report must be submitted via e-mail to sn-nissg@bag.admin.ch.

4.8 Notification and submission of changes

4.8.1 Changes in personnel

Changes in trainers, examination experts and members of the examination board must be submitted to the FOPH in advance. To do so, you can obtain your most recent personnel list from the FOPH on which you can enter the changes and highlight them in green. Contact sn-nissg@bag.admin.ch to request a link for a secure file transfer and upload this list, together with the CVs, work experience confirmations and diplomas of any new personnel who are to teach further modules, to the Confederation's file transfer service. For data protection reasons, please do not send any sensitive data such as dates of birth by email.

This concerns:

- new examination experts or trainers as well as members of the examination board
- changes in examination experts or trainers as well as members of the examination board for certain modules (e.g. a trainer would also like to teach other modules)

4.8.2 New external providers for a certificate of competence already included in the list

Examining bodies must notify the FOPH in advance of any new external providers for a certificate of competence already included in the list. To this end, the examining bodies must submit a complete application for the module in question, on one of the official dates at the end of February or the end of August.

4.8.3 Changes in the content of teaching materials, teaching plans, examination questions, etc.

If non-substantial parts (see next section with regard to substantial changes) of a certificate of

competence of an examining body listed in the FDHA O change, the examining body is required to notify the FOPH of this change within three months. For this purpose, a change form must be requested via sn-nissg@bag.admin.ch and submitted together with all of the related documentation. It should be noted that the FOPH may perform selective checks of content-related and organisation aspects of the examining body at any time (see also section 8). If changes have been made without providing notification to the FOPH within the stipulated period, the examining body may be removed from the list.

The obligation to report changes applies to all content-related and organisational changes that no longer correspond to the information provided in the application submitted to the FOPH. Among others, these include the following changes:

- Deviations in the training programmes, examination content and examination rubrics
- Newly added laser protection courses recognised by the examining body
- ..

Exceptions: personnel list and new examination questions: notification of these changes can be submitted without the change form.

Important: for new personnel, if the dossier is not submitted in full, including the CV, relevant references and work experience confirmations, the dossier will be rejected and delays may be experienced.

4.8.4 Substantial changes in content

If a certificate of competence listed in the FDHA O changes substantially, all documentation (application forms, training content, examination questions, personnel, etc.) must be submitted in advance so as to allow the FOPH to examine the changes in question. These changes can be submitted at one of the official deadlines.

This concerns changes including the following:

- Newly structured modules
- Completely new teaching materials or significant parts thereof
- Entirely new teaching plan structure
- Switch to online teaching for certain modules

4.8.5 Extended certificates of competence for already listed certificates of confidence

Certificates of competence already listed in the FDHA O that an examining body now wishes to offer in an extended form (without a fundamentals module, with an extended TKS module in place of a standard TKS module) must be submitted to the FOPH in advance. For this purpose, a change form must be requested via sn-nissg@bag.admin.ch and submitted together with all of the related documentation using the Confederation's secure file transfer service. These changes can be submitted at one of the official deadlines.

4.8.6 New certificates of competence of an examining body already listed in the FDHA O

For new certificates of competence of an examining body already listed in the FDHA O, a complete application must be officially submitted at one of the application submission dates. In such cases, a change form for applications that have already been approved must be requested from sn-nissg@bag.admin.ch even if the fundamentals and technologies modules remain unchanged. This

form must be submitted together with the new application and all of the associated documentation for the new TKS module (see section 5.5).

4.8.7 Offering certificates of competence in other languages

For each additional language (target language) in which the certificate(s) of competence is/are to be offered, all documentation, such as teaching materials, the examination questions and the description of the practical examination, must be submitted separately with uniform naming both in the source language and as a high-quality translation in the target language. To the extent that the teaching and examination of the extra language take place in other premises, the examining body must demonstrate that these premises are also suitable for teaching and testing the relevant certificates of competence and that the required devices are available and on site. It must also be demonstrated to the FOPH that the trainers earmarked for these certificates of competence are able to teach in the respective target language or are capable of acting as an expert or member of the examination board. The following rules apply:

- Persons who are already working in connection with certificates of competence offered in the source language must have their language skills assessed in writing or be able to present a corresponding language certificate. The relevant language skills can be assessed, for example, with a test at the Migros Club School or at another test centre with at least one equivalent test procedure. The result is provided by the Migros Club School via e-mail and can be enclosed with the relevant application.
[Test your language skills – Migros Club School](#)
- Persons who in future are to work in connection with certificates of competence in the target language: all documents, including training documents and confirmations of work and teaching experience, must be submitted, as well as evidence of the requisite language skills, if applicable, as outlined above.

Important: the application must be initially submitted in one language. As soon as approval is received to offer a certificate of competence in the language of the initial application, an application for an additional target language can be submitted.

These changes can be submitted at one of the official deadlines.

5 Submitting an application as an examining body

5.1 Requirements

An application can be submitted by anyone who offers all components of a certificate of competence and meets the requirements listed in section 4.

There is only one applicant per certificate of competence. The applicant may offer modules themselves or may use external providers for individual modules. An application must always cover all modules (for example, see Table 3). If an applicant offers several certificates of competence, these can be included in the same application. However, an additional Part 4 TKS application form must be completed for each additional certificate of competence. Communication during the application process always takes place via the applicant.

Application no.	CC designation	Provider for fundamentals module	Provider for technologies module	Provider for standard TKS module	Provider for extended TKS module
1	CC laser hair removal	Applicant themselves	Applicant themselves	External provider	
1a	CC laser hair removal	-	Applicant themselves		External provider
2	CC laser hair removal	External provider	External provider	Applicant themselves	
	CC cellulite and subcutaneous fat	Applicant themselves			
	CC hair removal using intense pulsed light (IPL)	External provider			
3	CC fungal nail infections	External provider	External provider	External provider	

Table 3: Examples of possible compositions of providers for one or more certificates of competence (CC)

5.2 Submitting the application

If the requirements stipulated under section 5.1 are met, the applicant can download and complete the application forms on the FOPH website (https://www.bag.admin.ch/bag/en/home/gesund-leben/umwelt-und-gesundheit/strahlung-radioaktivitaet-schall/elektromagnetische-felder-emf-uv-laser-licht/kosmetische_behandlungen.html) and prepare the other required annexes. Please note that the latest packages/documents should be downloaded from the website prior to each submission, as the FOPH updates the documents on a periodic basis.





The applicant must request an invitation to upload the file at least one week before the submission deadline via the following e-mail address: sn-nissg@bag.admin.ch.

The applications and their enclosures are uploaded as a ZIP file in the specified folder structure.

Ideally, short and meaningful file and folder names should be chosen.

The entire application must be submitted to the FOPH in the specified folder structure and with the aforementioned contents as a ZIP file. The ZIP file with the empty folder structure can be downloaded from the FOPH website.

Important: the personnel list includes all of the examining body's employees, i.e. all modules together. This list must be completed and placed in the "Part 1 Gen" folder.

-  Teil 1 Allg
-  Teil 2 GL
-  Teil 3 Tech
-  Teil 4 BKF

The "**Part 1 Gen**" folder contains the following sub-folders with the following content:

Sub-folder	Content	Information and details
Application form	Completed application form 1 and signed copy thereof including all pages	Section 6.1 of the guidance Template in package 1
Examination board	Form detailing the qualifications of the examination board members	Section 6.1 of the guidance Template in package 1
Examination regulations	Adapted examination regulations as per the template of the administrative body	Section 6.1 of the guidance Template in package 1
Personnel list	List of all experts, teachers and members of the examining body's examination board as per the template	Sections 4.3, 6.2, 6.3 and 6.4 of the guidance Template in package 1

The "**Part 2 Fund**" folder includes the following sub-folders:

Sub-folder	Content	Information and details
Application form	Completed application form 2 and signed copy thereof including all pages	Section 6.2 of the guidance Template in package 1
Personnel	Diplomas, proof of work experience and CVs of the trainers and experts working in connection with the fundamentals module	Sections 4.3 and 6.2 of the guidance (in accordance with the list in the "Part 1 Gen" folder)
Examination questions	"List of examination questions" form	Section 6.2 of the guidance Template in package 1
Timetable	Rough timetable	Section 6.2 of the guidance
Teaching materials	Attachments to the teaching plan as specified in the application, including scripts, PowerPoint slides with notes, other documents (in PDF format where possible) and books with page references. Please use short file names.	Section 6.2 of the guidance

The “**Part 3 Tech**” folder includes the following sub-folders:

Sub-folder	Content	Information and details
Application form	Completed application form 3 and signed copy thereof including all pages	Section 6.3 of the guidance Template in package 1
Personnel	Diplomas, proof of work experience and CVs of the trainers and experts working in connection with the technologies module	Sections 4.3 and 6.3 of the guidance (in accordance with the list in the “Part 1 Gen” folder)
Examination questions	“List of examination questions” form	Section 6.3 of the guidance Template in package 1
Timetable	Rough timetable	Section 6.3 of the guidance
Teaching material	Attachments to the teaching plan as specified in the application, including scripts, PowerPoint slides with notes, other documents (in PDF format where possible) and books with page references. Please use short file names.	Section 6.3 of the guidance
<i>If applicable:</i>		
Recognition of laser safety course	List of providers of laser safety courses as well as point-by-point proof of the congruence of the content of each individual provider included in the list of laser protection course providers <i>-> You can create this folder yourself, if necessary. It is not included in the default folder structure</i>	Section 6.3 of the guidance

The “**Part 4 TKS**” folder includes the following sub-folders:

➔ **Note: please create one folder for each certificate of competence, for example “Part 4 TKS laser hair removal” and “Part 4 TKS hair removal using IPL”.**

Sub-folder	Content	Information and details
Application form	Completed application form 4 and signed copy thereof including all pages	Section 6.4 of the guidance Template in package 2, 3 or 4
Personnel	Diplomas, proof of work experience and CVs of the trainers and experts working in connection with the TKS module	Sections 4.3 and 6.4 of the guidance (in accordance with the list in the “Part 1 Gen” folder)
Examination questions	“List of examination questions” form	Section 6.4 of the guidance Template in package 2, 3 or 4
Timetable	Rough timetable	Section 6.4 of the guidance
Teaching material	Attachments to the teaching plan as specified in the application, including scripts, PowerPoint slides with notes, other documents (in PDF format where	Section 6.4 of the guidance

	possible) and books with page references. Please use short file names.	
Description of the practical examination	Brief description of how the examination of the practical part is conducted, how the examination centre is laid out and which devices are available at the examination centre.	
Compulsory treatments	Detailed description of the how the two compulsory treatments to be performed with running equipment are to be conducted in accordance with application form 4	Section 6.4
<i>If applicable:</i>		
<i>Recognition of practical experience</i>	If practical experience is recognised as a substitute for the two compulsory treatments to be performed using running equipment in accordance with application form 4, detailed guidelines for the exemption of certain candidates from the two compulsory practical treatments pursuant to application form 4 -> <i>You can create this folder yourself, if necessary. It is not included in the default folder structure</i>	Sections 6.4 & 3.4
<i>Extended TKS module – EFZ</i>	<ul style="list-style-type: none"> - Timetable for areas E, F and G - Documents for these areas or detailed references to the fundamentals module in the timetable - “List of examination questions” form for areas E, F and G - For additional personnel, supporting documents, diplomas and CVs -> <i>You can create this folder yourself, if necessary. It is not included in the default folder structure</i>	Section 6.4
<i>Extended TKS module – higher education qualification</i>	<ul style="list-style-type: none"> - Timetable for areas E and F - Documents for these areas or detailed references to the fundamentals module in the timetable - “List of examination questions” form for areas E and F - For additional personnel, supporting documents, diplomas and CVs 	Section 6.4

	-> You can create this folder yourself, if necessary. It is not included in the default folder structure	
--	--	--

Please note that should the folder structure differ, we reserve the right to return the application for amendment.

5.3 Submitting applications with several certificates of competence

In the case of applications including several certificates of competence, the procedure described in section 5.2 applies.

- Application parts 1, 2 and 3 only have to be submitted once.
- A separate TKS folder containing the “Certificates” and “Training” sub-folders must be submitted for each individual certificate of competence. A separate “Part 4: TKS module” application form must be submitted for each TKS module.

5.4 Resubmission of an improved application

An application that has been rejected may be resubmitted in full no earlier than at the next application submission date.

5.5 Submitting an application for an additional certificate of competence offered by an examining body already included in the FDHA O list

An examining body that is already included in the FDHA O list must submit a complete official application, including all application forms, at one of the submission dates for new providers of certificate of competence modules that are not yet listed for the examining body in question. To this end, the examining body must request a change form for the applications that have already been approved (even if all other modules remain unchanged) from sn-nissg@bag.admin.ch. This form must be submitted together with the new application and all related documents.

- ➔ For the entry of new module providers for certificates of competence that are already listed for the examining body in the FDHA O, the provisions set out under section 4.8 “Notification and submission of changes” must be observed.

5.6 Submitting applications in several languages

For each language in which the certificate(s) of competence is/are to be offered, all documents used for teaching (e.g. the teaching materials and examination questions) must be available with identical content in a high-quality version in the respective target language. Persons who teach with the examining body or serve as members of the examination board and work in a language other than their mother tongue must have their language skills assessed in writing or present a corresponding language certificate. The relevant language skills can be assessed, for example, with a test at the Migros Club School or at another test centre with at least one equivalent test procedure. The result is provided via e-mail and can be enclosed with the relevant application.

[Test your language skills – Migros Club School](#)

6 Content of the applications

This section describes what has to be included in the applications, how the application forms have to be completed and which attachments including which content have to be submitted.

In addition to the application forms, a list of the trainers, experts and members of the examination board must be submitted. The template for this can be found in the “Part 1 Gen” folder (section 5.2).

6.1 Application form part 1: information on the organisation of the examining body submitting the application

6.1.1 Applicant: legal entity or natural person

In the first point, the person submitting the application on behalf of the examining body provides their personal details. The applicant can be an organisation or company (legal entity) or an individual (natural person). In the case of applications submitted by a company, a natural person must also be specified as a contact.

6.1.2 Correspondence address of the applicant

In the second point, the applicant acting on behalf of the examining body indicates how they can be contacted. It is important to be aware that a correspondence address in Switzerland must be provided for the application.

6.1.3 Overview of the providers of the individual modules

As an examining body can comprise various providers, it should be indicated here which providers will offer which modules and in which language. Additional details on any external providers are provided in the other application forms.

Example: The applicant acting on behalf of the examining body x is themselves the provider of the fundamentals and technologies modules. However, the TKS module for laser hair removal is conducted by an external provider. When completing the form, the applicant acting on behalf of the examining body must therefore tick “Applicant offers the module” in the left-hand column under the sections for the fundamentals and technologies modules and tick “Other provider” under the section for the TKS module for laser hair removal. In the case of the latter, the applicant must also state the name of the company or the individual that will conduct this module.

6.1.4 Information on the examination office

Each examining body runs an examination office, which takes care of the administrative tasks associated with the modules and examinations and serves as a point of contact for questions in this regard. The relevant details are completed here.

6.1.5 Information on the examination board

Each examining body has an examination board (see section 4.3). The members of the examination board have the same qualifications as the examination experts (see section 4.4.2). The examination board examines appeals as the first instance. In performing this role, it may request a non-binding opinion from the FOPH. Upon receiving such a request, the FOPH may issue a general and non-binding opinion for the attention of the examination board. The decision on the appeal is ultimately

taken by the examination board.

The last names and first names of all members of the examination board must be stated in the application form. The examination board must comprise at least four persons and no more than five persons. In addition to their last names and first names, details of the qualifications of the members must be provided in the additional “Qualifications of the members of the examination board” form within the specified folder structure under “Part 1 Gen”. This document can be downloaded from the FOPH website.

There is also a field in which, if desired, comments on the organisation of the examination board can be entered.

6.1.6 Information on the examination regulations

Each examining body has its own examination regulations whose content at least corresponds to the examination regulations of the administrative body. It must be ensured that only options that are actually offered are included in the examining body's own examination regulations, for example Path 1 or Path 2 (see section 3 “Structure of the certificate of competence”). To assist the applicant, all of the individual points of the examination regulations are listed in the application form. The applicant must check each individual point in their own examination regulations with respect to completeness in accordance with the list included in the application form. After completing this check, the applicant must then tick the boxes in the application form stating that the examination regulations contain all of these points. If all of the points are included, the box in the left-hand column must be ticked and the regulations must be enclosed with the application in the specified folder structure.

6.1.7 Desired language and signature

In the last point of this application form, the applicant acting on behalf of the examining body must sign and indicate the language in which the order(s) should be issued stating that the examining body is listed for one or more certificates of competence in the FDHA O. In addition to the application form, a signed version of this application must be scanned and enclosed with the application. Alternatively, it can be sent by post to the following address: Bundesamt für Gesundheit, Sektion NIS & DOS, Sachkundenachweise V-NISSG, Schwarzenburgstrasse 157, 3003 Bern

6.1.8 Conclusion

After completing the application in full, it is recommended that you also save a copy of the application form on your own PC as a precaution.

6.2 Application form part 2: module on fundamentals

The objective of the fundamentals module is to teach the content of the training programmes and test the examination content (module descriptions) developed by the administrative body. The applicant acting on behalf of the examining body must ensure that all of the content is taught and that the candidates' knowledge of this content is examined. The examining body must make suitable teaching materials available to the candidates to this end.

What is key here is that all of the teaching materials are attached to the application or that book pages are referenced accurately according to sub-area (e.g. A1–a, A1-b). Please note the information box and the corresponding example in the “Teaching plan” section.

Application form part 2 must be completed in full and the requested documents must be included. This section describes how to complete the form.

6.2.1 Module provider

The applicant states whether they are the provider of this module themselves.

If the module is offered by an external provider, details of the relevant provider are given. The applicant can be an organisation or company (legal entity) or an individual (natural person). In the case of applications submitted by a company, a natural person must also be specified as a contact.

6.2.2 Qualifications of the examination experts 1-3

In this point, all examination experts who will assess the fundamentals module examinations are to be listed.

Their personal details must first be provided.

The following information must then be provided with respect to their **basic training**:

- Designation of the specialist title they have acquired
- Demonstrable professional qualifications for conveying the content of the training programme: the minimum requirement is a Swiss Federal Certificate of Competence (EFZ) for the professional field in which they will be examining or a demonstrable equivalent qualification⁴
- Please note: Experts may not also be trainers on the same module. This must be confirmed at the end of this point with a tick.

In terms of **professional experience**, only professional experience gained in the field in which the persons will be examining or that is otherwise relevant for their role as an examination expert may be indicated. Precise details of the period in which this experience was gained must be provided.

For the basic training and professional experience points, copies of the signed confirmations and/or certificates for the examination experts' stated training and experience must be enclosed with the application together with an up-to-date CV. Self-employed persons must present proof of their self-employment. This may take the form of an excerpt from the commercial register or other signed confirmations. Here, it must be demonstrated that they did actually work on a self-employed basis during the period in question, with evidence also being provided of the activities they performed. This must be confirmed at the bottom of the application with a tick.

⁴ “Equivalent qualifications” exclusively refer to complete training qualifications and not to combined training courses. Should candidates have completed different training courses or possess professional experience that may result in the awarding of a Swiss Federal Certificate of Competence (EFZ), an EFZ qualification can be obtained from the Swiss Service Centre for Vocational Education and Training: [Final examinations for adults – berufsberatung.ch](https://www.sccvet.ch/de/berufsberatung.html). In the case of foreign qualifications, these can be formally recognised by means of a test conducted by the State Secretariat for Education, Research and Innovation (SERI) that verifies their equivalence to an EFZ or higher education qualification [Foreign professional qualifications \(admin.ch\)](https://www.seri.admin.ch/de/foreign-professional-qualifications.html).

Important: all personnel are entered in a single list for the examining body in question and not in a specific module list (this list can be found in the “Part 1 Gen” folder).

6.2.3 Area of assignment and qualifications of the trainers

The trainers have the qualifications listed in section 4.1.2. Details of the assignment and qualifications of the trainers are to be provided in the application in a pre-defined table. The confirmations and certificates covering the trainers' previous training and experience as well as an up-to-date CV are to be saved directly in the predefined folder structure. Copies of confirmations and certificates for all stated professional experience and training must be provided. A reference must be submitted for any professional experience. This has to be confirmed at the very bottom of this table.

The ten columns contained in the pre-defined table are described below. An example is provided following the description of each column.

Column 1 “Area”: In this column, it is to be indicated in which area the person will be providing training. The respective areas are described above in the green field. At least one area must be ticked in order to complete the remaining fields. It is also possible to tick several areas. This must correspond to the teaching plan (section 6.2.4). A detailed description of each area can be found in the administrative body's module descriptions.

Column 2 “Trainer”: The person's last name, first name and place of residence must be stated here.

Column 3 “Relevant training” and column 4 “Year of completion”: Only relevant training should be indicated in these columns, i.e. training that is directly related to the professional area in which the teachers are to provide training, as well as pedagogical training required to perform a training function. Only one instance of training should be indicated per row. In column 4, the year in which the training indicated in column 3 was completed should be stated in the same row.

Column 5 “Relevant professional experience”, column 6 “Start” and column 7 “End”: Only relevant professional experience should be indicated in these columns, i.e. professional experience directly related to the professional area in which the teachers are to provide training. Only one example of professional experience should be indicated per row. In columns 7 and 8, the start (month/year) and end (month/year) of the period in which the professional experience was gained are to be indicated in the same row.

Column 8 “Teaching experience”, column 9 “Start” and column 10 “End”: All teaching experience is to be indicated in these columns. One instance of teaching experience with a particular company or school should be indicated in each row. In columns 9 and 10, the start (month/year) and end (month/year) of the period in which the teaching experience was gained are to be indicated in the same row.

Example:

Bereich	AusbildnerIn (Name, Vorname, Wohnort)	Relevante Ausbildungen	Abschlussjahr	Relevante Berufserfahrung (Funktion und Firma/Schule)	Beginn (mm/yyyy)	Ende (mm/yyyy)	Unterrichtserfahrung (Funktion und Firma/Schule)	Beginn (mm/yyyy)	Ende (mm/yyyy)
<input checked="" type="checkbox"/> A	Peter Muster	Kosmetiker EFZ	2003	Laserbehandlungen Kosmetik bei Laserkosmos, 8000 Zürich	2004	2016	Ausbildner für Laserbehandlungen an der Kosmetischule PAN, 8000 Zürich	2008	jetzt
<input checked="" type="checkbox"/> B		Laserschule Weiterbildung, Laserkosmetischule Schaffhausen	2010						
<input type="checkbox"/> C	Nadine Spasic	Kosmetikerin EFZ, Kosmetischschule Zuber, 9000 St. Gallen	1998	Debständige Kosmetikerin	1998	2010	Ausbildnerin für IPL-Anwendungen an der Kosmetischschule PAN, 8000 Zürich	2014	jetzt
<input type="checkbox"/> D									
<input type="checkbox"/> P		IPL-Kurs für kosmetische Anwendungen, Robert Koch-Institut, 9000 St. Gallen	2010	IPL-Spezialistin bei Laserkosmos, 8000 Zürich	2011	jetzt			
<input type="checkbox"/> E									

Important: all personnel are entered in a single list for the examining body in question and not in a specific module list (this list can be found in the “Part 1 Gen” folder).

Personnel generally only require a certificate of competence if they perform practical treatments on people as part of the TKS module and thus perform treatments professionally. Alternatively, these treatments can also be performed under the direct supervision and responsibility of a physician.

6.2.4 Teaching plan

As is the case with the areas of assignment and qualifications, the teaching plan is to be presented in the application in a pre-defined table. The persons indicated in section 6.2.3 are to be entered here according to area.

The seven columns contained in the pre-defined table are described below. One row is completed per area. It is possible to select several areas at the same time.

→ **Important: please use an exact designation (capital letters – number) in accordance with the module description to indicate which teaching materials belong to which sub-area, for example which pages of a teaching script or a book belong to A-1 or B-2. It must be clear that all areas of the examination content and training programmes (module description) are fully covered within a module. With the exception of books that are commercially available, all teaching materials must be supplied. Example:**

Bereich	Anzahl Lektionen	Lehrperson(en) (Name, Vorname)	Stellvertretung(en)	Lehrmaterial	Art der Vermittlung des Lehrmaterials	Anhänge
A1-A4	2	Peter Muster Regina Wald	Yvonne Meister Herbert Lada	A1: PDF "LehrmaterialX" S. 5-7, Buch "KosmetikX", S. 52-72; Powerpoint "PräsentationX", Folie 1 A2: DF "LehrmaterialX" S. 8-9; Buch "KosmetikX", S. 40-43; Powerpoint "PräsentationX", Folien 2-3 A3: DF "LehrmaterialX" S. 10-11; Powerpoint "PräsentationX", Folien 4-5 A4: PDF "LehrmaterialX" S. 10-11; Buch "KosmetikX", S. 12-13	<input checked="" type="checkbox"/> Frontalunterricht <input type="checkbox"/> Einzelarbeit <input type="checkbox"/> Gruppen-/Partnerarbeit <input type="checkbox"/> Gruppenpuzzle <input type="checkbox"/> Lernwerkstatt <input checked="" type="checkbox"/> Lernen mit Arbeitsplan <input type="checkbox"/> Lernen mit Fallstudien <input type="checkbox"/> Computergestütztes Lernen <input type="checkbox"/> Lernen mit Leitprogramm <input type="checkbox"/> Lernspiele	- PDF "LehrmaterialX" -Buch "KosmetikX", nicht angehängt, ISBN-Nummer xxx-xx- -Powerpointpräsentation "PräsentationX"

→ **PLEASE NOTE: within the teaching materials themselves, the sub-areas must also be distinguished by letter (e.g. A1-a, A1-b)!**

Column 1 “Area”: In this column, all areas are to be indicated to which the information on the right belongs. It is possible to enter either a single area or several areas.

Example: if this relates to areas A-1 to A-2 and B-1, “A-1 to A-2; B-1” is to be entered in this column.

Column 2 “Number of lessons”: The number of lessons lasting 50 minutes each that are taught for the indicated area or areas is to be indicated here.

Column 3 “Teacher(s)”: The last name and first name of the teacher or teachers who will teach this area on a particular day is to be stated here. The persons indicated must correspond to the teachers stated under the areas of assignment and qualifications (section 6.4.4).

Column 4 “Deputy(ies)”: The last name and first name of the deputy(ies) who will teach in this area or these areas if the indicated teacher is unable to teach by way of exception are to be entered here. The deputies indicated must correspond to the teachers stated under the areas of assignment and qualifications (section 6.4.4).

Column 5 “Teaching material”: The teaching materials required must be indicated in this column. In the case of books or other publications, the title and ISBN number are to be provided. The page numbers of the publication or book must be assigned precisely to the sub-areas by letter (e.g. A1-a, A1-b) as per the training programmes of the administrative body. Self-prepared teaching materials as well as other teaching materials such as scripts and PowerPoint presentations must be listed here with

a clear designation and saved in the specified folder structure. *In the case of PowerPoint presentations, for example, the title of the set of slides and the slide numbers (see example in the information box).*

➔ **Please note that a script must be available.** A script is a reference work for candidates that is numbered according to the module descriptions of the administrative body. The script can also be used by candidates after they acquire their certificate of competence. Ideally, there should be one script per module comprising a single document. In a TKS module, the script can be divided into a maximum of four parts by letter, i.e. A, B, C and D, in accordance with the module description of the administrative body. Other documents not included in the script will not be accepted as parts thereof.

Column 6 “Method for conveying the teaching materials”: Here, it is to be indicated what method will be used to convey the teaching materials you have specified. Several fields can be ticked for this purpose. Learning with a guided programme is a teaching form that provides candidates with a “recipe”, i.e. a mix of tasks, problems, textbook chapters and subject areas. If the method to be applied is not indicated, it is possible to make an entry under “Other”. The information provided must be consistent with the form of the teaching materials.

Column 7 “Annexes”: The annexes and book information are to be specified in this column (see example in the information box).

Timetable

In addition to this table, an approximate timetable must also be included in the folder structure that provides an overview of the rough sequence of training over the module as a whole.

6.2.5 Examination questions

The examining bodies are responsible for preparing the examination tasks in keeping with the specifications relating to the training programmes, examination content and examination regulations of the administrative body. They are responsible for ensuring that the examination questions, especially in the case of theoretical examinations, differ for each examination. It is therefore important to have a sufficient number of questions about the different topics. To this end, each sub-area (e.g. A-1 letter b) must be covered with at least three to five questions, unless a sufficiently open-ended question is used that cannot be answered in a simple manner. This is to ensure that the examinations can be recompiled repeatedly with new questions over a period of roughly two years.

All planned examination questions must be entered in a pre-defined Excel table entitled “List of examination questions”. This can also be found on the FOPH website. The number of rows can be added to independently depending on the space required. The column content must remain the same but can be enlarged if necessary. **Alternatively, a separate list of examination questions can be enclosed with the application containing the same information.**

The six columns contained in the table to be completed are described below:

Column 1 “Area”: In this column, it is to be indicated to which area the question belongs to. The respective areas are described above in the green field. It must be indicated which questions belong to which sub-area of the examination content using the exact designation of the sub-area (capital letter – number – lowercase letter) as per the module description. Each individual sub-area (e.g. A-1 letter b) must be covered with at least three to five questions, unless a sufficiently open-ended question is used that cannot be answered in a simple manner.

Example: The question is from area A-1 letter b: in this case, “A-1b” is to be entered in the field.

Column 2 “Type of examination”: It is to be indicated here whether the examination question is for the theoretical or practical examination. The abbreviation “T” is to be used for theoretical examination

questions, while the abbreviation “P” is to be used for practical examination questions.

Column 3 “Examination form”: It is to be indicated here what form the examination will take, for example whether it will use multiple choice questions.

Example: The question requires the candidate to complete an image identification task. In this case, the form “image identification” is to be entered.

Column 4 “Examination question”: The exact question that will be asked in the examination is to be entered here.

Example for the fundamentals module, area B-1a: Question: “Please tick next to each image whether it shows a nail change and, if so, what this change is (image varies in each case, there are 50 different images available but only one is shown in each instance)”

Column 5 “Examination answer”: The answer that would score full marks in the examination is to be entered here.

Example: Ten images were displayed in the example above in column 5 for the area B-1a. The aim is for candidates to name each of the images correctly. This could be described, for example, as follows: “Correct naming of all the nail changes shown in the images”

Column 6 “Examination assessment”: Here, a description is to be provided of the number of points used to assess how the question is answered. This can be written in a form of your choice in the designated column. You may choose to adopt a descriptive approach, for example.

Example: In the above example for area B1-a in columns 5 and 6: “The number of points attained is determined by the number of correctly named images:

10/10 points: all ten images were correctly named.

7/10 points: seven out of ten images were correctly named, etc.”

6.2.6 Assessment scheme

According to the specifications of the administrative body, the examinations are graded either “pass” or “fail”. An examination is considered to have been passed if the candidate achieves at least 60% of the maximum number of points available. A failed examination must be retaken. If a section of the examination is failed, the entire examination has to be retaken. The weighting of the respective examination sections by area is left to the examining body. It is to be shown here how the individual areas are weighted, i.e. how many full points can be attained in an individual area. The weighting can be chosen freely and can also be adjusted where necessary.

The three columns contained in the table to be completed are described below:

Column 1 “Area”: In this column, it is to be indicated which area the points belong to. This is completed in advance. The respective areas are described above in the green field.

Column 2 “Maximum number of points”: In this column, the maximum number of points that can be achieved in this area is to be indicated.

Example (notional, please do not copy!): Examining body awards the points set out below for the respective areas, totalling 37 points for area A, 20 points for area B, etc. Overall, this results in a total of 100 points. As a candidate must attain at least 60% of the points in order to pass an examination, a candidate would pass the examination in this example if they were to score at least 60 points.

Column 3 “Reasoning”: If desired, it is possible to provide a reasoning in this column as to why a certain area is weighted much higher, i.e. why it is assigned more points than other areas.

6.2.7 Confirmation that the information provided in this form is truthful

In the final point of this application form, the module provider must confirm and sign that all of the information provided is truthful and issues their consent for the electronic delivery of the order.

In addition to the application form, a signed version of this application together with all of the related pages must be scanned and enclosed with the application. Alternatively, it can be sent by post to the following address: Bundesamt für Gesundheit, Sektion NIS & DOS, Sachkundenachweise V-NISSG, Schwarzenburgstrasse 157, 3003 Bern

6.3 Application form part 3: module on technologies

The objective of the technologies module is to teach the content of the training programmes and test the examination content developed by the administrative body. The applicant acting on behalf of the examining body must ensure that all of the content is taught and that the candidates' knowledge of this content is examined. The examining body must make suitable teaching materials available to the candidates to this end.

What is key here is that all of the teaching materials are attached to the application or that book pages are referenced accurately according to sub-area (e.g. A1–a, A1-b). Please note the information box and the corresponding example in the “Teaching plan” section.

Part 3 of the application form must be completed in full and the requested documents must be included. This section describes how to complete the form.

6.3.1 Module provider

The applicant states whether they are the provider of this module themselves.

If the module is offered by an external provider, details of the relevant provider are given. The applicant can be an organisation or company (legal entity) or an individual (natural person). In the case of applications submitted by a company, a natural person must also be specified as a contact.

6.3.2 Qualifications of the examination experts 1-3

In this point, all examination experts who will assess the technologies module examinations are to be listed.

Their personal details must first be provided.

For their **basic training**, the exact names of the specialist titles acquired by the examination experts must be stated. According to the examination regulations of the administrative body, persons acting as examination experts must have demonstrable professional qualifications for teaching the content of the training programmes. The minimum requirement is a Swiss Federal Certificate of Competence (EFZ) for the professional area in which they will be examining or a demonstrable equivalent qualification. It must also be noted that examination experts may not also be trainers on the same module. This must be confirmed at the end of this point with a tick.

In terms of **professional experience**, only professional experience gained in the field in which the persons will be examining or that is otherwise relevant for their role as an examination expert may be indicated. Precise details of the period in which this experience was gained must be provided.

For the basic training and professional experience points, copies of the confirmations and/or certificates for the examination experts' stated training and experience must be enclosed with the application together with an up-to-date CV. Self-employed persons must present proof of their self-employment. This must be confirmed at the bottom of the application with a tick.

Important: all personnel are entered in a single list for the examining body in question and not in a specific module list (this list can be found in the “Part 1 Gen” folder)

6.3.3 Area of assignment and qualifications of the trainers

The trainers have the qualifications listed in section 4.1.2. Details of the assignment and qualifications of the trainers are to be provided in the application in a pre-defined table. The confirmations and certificates covering the trainers' previous training and experience as well as an up-to-date CV are to be saved directly in the predefined folder structure. Copies of confirmations and certificates for all stated professional experience and training must be provided. A reference must be submitted for any

professional experience. This has to be confirmed at the very bottom of this table.

The ten columns contained in the pre-defined table are described below. One row is to be completed per person. An example is provided following the description of each column.

Column 1 “Area”: In this column, it is to be indicated in which area the person will be providing training. The respective areas are described above in the green field. At least one area must be ticked in order to complete the remaining fields. It is also possible to tick several areas. This must correspond to the teaching plan (section 6.3.4). A detailed description of each area can be found in the administrative body’s module descriptions.

Column 2 “Trainer”: The person’s last name, first name and place of residence must be stated here.

Column 3 “Relevant training” and column 4 “Year of completion”: Only relevant training should be indicated in these columns, i.e. training that is directly related to the professional area in which the teachers are to provide training, as well as pedagogical training required to perform a training function. Only one instance of training should be indicated per row. In column 4, the year in which the training indicated in column 3 was completed should be stated in the same row.

Column 5 “Relevant professional experience”, column 6 “Start” and column 7 “End”: Only relevant professional experience should be indicated in these columns, i.e. professional experience directly related to the professional area in which the teachers are to provide training. Only one example of professional experience should be indicated per row. In columns 7 and 8, the start (month/year) and end (month/year) of the period in which the professional experience was gained are to be indicated in the same row.

Column 8 “Teaching experience”, column 9 “Start” and column 10 “End”: All teaching experience is to be indicated in these columns. One instance of teaching experience with a particular company or school should be indicated in each row. In columns 9 and 10, the start (month/year) and end (month/year) of the period in which the teaching experience was gained are to be indicated in the same row.

Important: all personnel are entered in a single list for the examining body in question and not in a specific module list (this list can be found in the “Part 1 Gen” folder).

Personnel generally only require a certificate of competence if they perform practical treatments on people as part of the TKS module and thus perform treatments professionally. Alternatively, these treatments can also be performed under the direct supervision and responsibility of a physician.

6.3.4 Teaching plan

As is the case with the areas of assignment and qualifications, the teaching plan is to be presented in the application in a pre-defined table. The persons indicated in section 6.3.3 are to be entered here according to area.

The seven columns contained in the pre-defined table are described below. One row is completed per area. It is possible to select several areas at the same time.

→ **Important: please use an exact designation (capital letters – number) in accordance with the module description to indicate which teaching materials belong to which sub-area, for example which pages of a teaching script or a book belong to A-1 or B-2. It must be clear that all areas of the examination content and training programmes (module description) are fully covered within a module. With the exception of books that are commercially available, all teaching materials must be supplied. Example:**

Bereich	Anzahl Lektionen	Lehrperson(en) (Name, Vorname)	Stellvertretung(en)	Lehrmaterial	Art der Vermittlung des Lehrmaterials	Anhänge
A1-A4	2	Peter Muster Regina Wald	Yvonne Meister Herbert Lada	A1: PDF "LehrmaterialX" S. 5-7; Buch "KosmetikX", S. 52-72; Powerpoint "PräsentationX", Folie 1 A2: DF "LehrmaterialX" S. 8-9; Buch "KosmetikX", S. 40-43; Powerpoint "PräsentationX", Folien 2-3 A3: DF "LehrmaterialX" S. 10-11; Powerpoint "PräsentationX", Folien 4-5 A4: PDF "LehrmaterialX" S. 10-11; Buch "KosmetikX", S. 12-13	<input checked="" type="checkbox"/> Frontalunterricht <input type="checkbox"/> Einzelarbeit <input type="checkbox"/> Gruppen-/Partnerarbeit <input type="checkbox"/> Gruppenpuzzle <input type="checkbox"/> Lernwerkstatt <input checked="" type="checkbox"/> Lernen mit Arbeitsplan <input type="checkbox"/> Lernen mit Fallstudien <input type="checkbox"/> Computergestütztes Lernen <input type="checkbox"/> Lernen mit Leitprogramm <input checked="" type="checkbox"/> Lernspiele	- PDF "LehrmaterialX" - Buch "KosmetikX", nicht angehängt, ISBN-Nummer xxx-xx-xx - Powerpointpräsentation "PräsentationX"

→ **PLEASE NOTE: within the teaching materials themselves, the sub-areas must also be distinguished by letter (e.g. A1-a, A1-b)!**

Column 1 "Area": In this column, all areas are to be indicated to which the information on the right belongs. It is possible to enter either a single area or several areas.

Example: if this relates to areas A-1 to A-2 and B-1, "A-1 to A-2; B-1" is to be entered in this column.

Column 2 "Number of lessons": The number of lessons lasting 50 minutes each that are taught for the indicated area or areas is to be indicated here.

Column 3 "Teacher(s)": The last name and first name of the teacher or teachers who will teach this area on a particular day is to be stated here. The persons indicated must correspond to the teachers stated under the areas of assignment and qualifications (section 6.4.4).

Column 4 "Deputy(ies)": The last name and first name of the deputy(ies) who will teach in this area or these areas if the indicated teacher is unable to teach by way of exception are to be entered here. The deputies indicated must correspond to the teachers stated under the areas of assignment and qualifications (section 6.4.4).

Column 5 "Teaching material": The teaching materials required must be indicated in this column. In the case of books or other publications, the title and ISBN number are to be provided. The page numbers of the publication or book must be assigned precisely to the sub-areas by letter (e.g. A1-a, A1-b) as per the training programmes of the administrative body. Self-prepared teaching materials as well as other teaching materials such as scripts and PowerPoint presentations must be listed here with a clear designation and saved in the specified folder structure. *In the case of PowerPoint presentations, for example, the title of the set of slides and the slide numbers (see example in the information box).*

→ **Please note that a script must be available.** A script is a reference work for candidates that is numbered according to the module descriptions of the administrative body. The script can also be used by candidates after they acquire their certificate of competence. Ideally, there should be one script per module comprising a single document. In a TKS module, the script can be divided into a maximum of four parts by letter, i.e. A, B, C and D, in accordance with the module description of the administrative body. Other documents not included in the script will not be accepted as parts thereof.

Column 6 "Method for conveying the teaching materials": Here, it is to be indicated what method

will be used to convey the teaching materials you have specified. Several fields can be ticked for this purpose. Learning with a guided programme is a teaching form that provides candidates with a “recipe”, i.e. a mix of tasks, problems, textbook chapters and subject areas. If the method to be applied is not indicated, it is possible to make an entry under “Other”. The information provided must be consistent with the form of the teaching materials.

Column 7 “Annexes”: The annexes and book information are to be specified in this column (see example in the information box).

Timetable

In addition to this table, an approximate timetable must also be included in the folder structure that provides an overview of the rough sequence of training over the module as a whole.

6.3.5 Examination questions

The examining bodies are responsible for preparing the examination tasks in keeping with the specifications relating to the training programmes, examination content and examination regulations of the administrative body. They are responsible for ensuring that the examination questions, especially in the case of theoretical examinations, differ for each examination. It is therefore important to have a sufficient number of questions about the different topics. To this end, each sub-area (e.g. A-1 letter b) must be covered with at least three to five questions, unless a sufficiently open-ended question is used that cannot be answered in a simple manner. This is to ensure that the examinations can be recompiled repeatedly with new questions over a period of roughly two years.

All planned examination questions must be entered in a pre-defined Excel table entitled “List of examination questions”. This can also be found on the FOPH website. The number of rows can be added to independently depending on the space required. The column content must remain the same but can be enlarged if necessary. **Alternatively, a separate list of examination questions can be enclosed with the application containing the same information.**

The six columns contained in the table to be completed are described below:

Column 1 “Area”: In this column, it is to be indicated to which area the question belongs to. The respective areas are described above in the green field. It must be indicated which questions belong to which sub-area of the examination content using the exact designation of the sub-area (capital letter – number – lowercase letter) as per the module description. Each individual sub-area (e.g. A-1 letter b) must be covered with at least three to five questions, unless a sufficiently open-ended question is used that cannot be answered in a simple manner.

Example: The question is from area A-1 letter b: in this case, “A-1b” is to be entered in the field.

Column 2 “Type of examination”: It is to be indicated here whether the examination question is for the theoretical or practical examination. The abbreviation “T” is to be used for theoretical examination questions, while the abbreviation “P” is to be used for practical examination questions.

Column 3 “Examination form”: It is to be indicated here what form the examination will take, for example whether it will use multiple choice questions.

Example: The question requires the candidate to complete an image identification task. In this case, the form “image identification” is to be entered.

Column 4 “Examination question”: The exact question that will be asked in the examination is to be entered here.

Example for the technologies module, area A-5a: Question: “Please tick next to each image whether it shows a typical unavoidable side effect of laser and IPL treatments and, if so, what this side effect is (image varies in each case, there are 50 different images available but only one is shown in each

instance)”

Column 5 “Examination answer”: The answer that would score full marks in the examination is to be entered here.

Example: In the example above, five images were displayed in column 5 for the area A-5a. The aim is for candidates to name each of the images correctly. This could be described, for example, as follows: “Correct naming of all the side effects of laser and IPL treatments shown in the images”

Column 6 “Assessment”: Here, a description is to be provided of the number of points used to assess how the question is answered. This can be written in a form of your choice in the designated column. You may choose to adopt a descriptive approach, for example.

Example: In the above example for area A-5a in columns 5 and 6: “The number of points attained is determined by the number of correctly named images:

5/5 points: all five images were correctly named.

3/5 points: three out of five images were correctly named, etc.”

6.3.6 Assessment scheme

According to the specifications of the administrative body, the examinations are graded either “pass” or “fail”. An examination is considered to have been passed if the candidate achieves at least 60% of the maximum number of points available. A failed examination must be retaken. If a section of the examination is failed, the entire examination has to be retaken. The weighting of the respective examination sections by area is left to the examining body. It is to be shown here how the individual areas are weighted, i.e. how many full points can be attained in an individual area. The weighting can be chosen freely and can also be adjusted where necessary.

The three columns contained in the table to be completed are described below:

Column 1 “Area”: In this column, it is to be indicated which area the points belong to. This is completed in advance. The respective areas are described above in the green field.

Column 2 “Maximum number of points”: In this column, the maximum number of points that can be achieved in this area is to be indicated.

Example (notional, please do not copy!): Examining body awards the points set out below for the respective areas, totalling 37 points for area A, 20 points for area B, etc. Overall, this results in a total of 100 points. As a candidate must attain at least 60% of the points in order to pass an examination, a candidate would pass the examination in this example if they were to score at least 60 points.

Column 3 “Reasoning”: If desired, it is possible to provide a reasoning in this column as to why a certain area is weighted much higher, i.e. why it is assigned more points than other areas.

6.3.7 Recognition of laser protection courses by applicants

In accordance with section 3.4 and the examination regulations of the administrative body, under certain circumstances candidates are exempted from the requirement to complete training part 1 “Optical radiation” of the technologies module and can go directly to the examination. The applicant can maintain a list of all laser protection course providers that it believes cover all of the areas required under the O-NIRSA.

If the applicant does not wish to keep such a list, this must be indicated accordingly in the form with a tick. If such a list is maintained, the other option is ticked. Confirmation is provided that the list is kept and that point-by-point proof of congruence with the content of the O-NIRSA and the offered course has been enclosed in the specified folder structure.

Point-by-point proof means that a document has to be prepared in which all points covered by the “Optical radiation” component of the training as per the module descriptions are compared with the course content of the other content provider. These points are as follows:

A-1 Physical principles of optical radiation for cosmetic treatments with a certificate of competence

A-2 Structure of cosmetic laser systems and IPL devices

A-3 Permitted and prohibited optical applications in accordance with the O-NIRSA for persons with a certificate of competence

A-4 Contraindications

A-5 Side effects

A-6 Damage and avoiding damage

6.3.8 Confirmation that the information provided in this form is truthful

In the final point of this application form, the module provider must confirm and sign that all of the information provided is truthful and issues their consent for the electronic delivery of the order.

In addition to the application form, a signed version of this application together with all of the related pages must be scanned and enclosed with the application. Alternatively, it can be sent by post to the following address: Bundesamt für Gesundheit, Sektion NIS & DOS, Sachkundenachweise V-NISSG, Schwarzenburgstrasse 157, 3003 Bern

6.4 Application form part 4: TKS module

The aim of the TKS module is to teach treatment-specific knowledge and skills. The corresponding training programmes and examination content are described in the module descriptions of the administrative body. The applicant acting on behalf of the examining body must ensure that all of the content is taught and that the candidates' knowledge of this content is examined. The examining body must make suitable teaching materials available to the candidates to this end.

What is key here is that all of the teaching materials are attached to the application or that book pages are referenced accurately according to sub-area (e.g. A1-a, A1-b). Please note the information box and the corresponding example in the "Teaching plan" section.

Application form part 4 must be completed in full and the requested documents must be included. This section describes how to complete the form.

6.4.1 Module provider

The applicant states whether they are the provider of this module themselves.

If the module is offered by an external provider, details of the relevant provider are given. The applicant can be an organisation or company (legal entity) or an individual (natural person). In the case of applications submitted by a company, a natural person must also be specified as a contact.

6.4.2 Module offered

This point is used to specify which TKS module is offered. Here, it can be indicated whether only the standard version of the TKS module, only the extended version of the TKS module or both versions are to be offered. If several modules for different certificates of competence are offered, for example the TKS module for hair removal using IPL and the TKS module for laser hair removal, corresponding details for each must be completed in an individual application form part 4. An application form is therefore completed for each certificate of competence.

6.4.3 Qualifications of the examination experts 1-3

In this point, all examination experts who will assess the TKS module examinations are to be listed.

Their personal details must first be provided.

For their **basic training**, the exact name of the specialist titles acquired by the examination experts must be stated. According to the examination regulations of the administrative body, persons acting as examination experts must have demonstrable professional qualifications for teaching the content of the training programmes. The minimum requirement is a Swiss Federal Certificate of Competence (EFZ) for the professional area in which they will be examining or a demonstrable equivalent qualification. It must also be noted that examination experts may not also be trainers on the same module. This must be confirmed at the end of this point with a tick.

In terms of **professional experience**, only professional experience gained in the field in which the persons will be examining or that is otherwise relevant for their role as an examination expert may be indicated. Precise details of the period in which this experience was gained must be provided.

For the basic training and professional experience points, copies of the confirmations and/or certificates for the examination experts' stated training and experience must be enclosed with the application together with an up-to-date CV. Self-employed persons must present proof of their self-employment. This must be confirmed at the bottom of the application with a tick.

Important: all personnel are entered in a single list for the examining body in question and not in a specific module list (this list can be found in the "Part 1 Gen" folder).

6.4.4 Area of assignment and qualifications of the trainers

The trainers have the qualifications listed in section 4.1.2. Details of the assignment and qualifications of the trainers are to be provided in the application in a pre-defined table. The confirmations and certificates covering the trainers' previous training and experience as well as an up-to-date CV are to be saved directly in the predefined folder structure. Copies of confirmations and certificates for all stated professional experience and training must be provided. A reference must be submitted for any professional experience. This has to be confirmed at the very bottom of this table.

The ten columns contained in the pre-defined table are described below. One row is to be completed per person. An example is provided following the description of each column.

Column 1 "Area": In this column, it is to be indicated in which area the person will be providing training. The respective areas are described above in the green field. At least one area must be ticked in order to complete the remaining fields. It is also possible to tick several areas. This must correspond to the teaching plan (section 6.4.5). A detailed description of each area can be found in the administrative body's module descriptions.

Column 2 "Trainer": The person's last name, first name and place of residence must be stated here.

Column 3 "Relevant training" and column 4 "Year of completion": Only relevant training should be indicated in these columns, i.e. training that is directly related to the professional area in which the teachers are to provide training, as well as pedagogical training required to perform a training function. Only one instance of training should be indicated per row. In column 4, the year in which the training indicated in column 3 was completed should be stated in the same row.

Column 5 "Relevant professional experience", column 6 "Start" and column 7 "End": Only relevant professional experience should be indicated in these columns, i.e. professional experience directly related to the professional area in which the teachers are to provide training. Only one example of professional experience should be indicated per row. In columns 7 and 8, the start (month/year) and end (month/year) of the period in which the professional experience was gained are to be indicated in the same row.

Column 8 "Teaching experience", column 9 "Start" and column 10 "End": All teaching experience is to be indicated in these columns. One instance of teaching experience with a particular company or school should be indicated in each row. In columns 9 and 10, the start (month/year) and end (month/year) of the period in which the teaching experience was gained are to be indicated in the same row.

Important: all personnel are entered in a single list for the examining body in question and not in a specific module list (this list can be found in the "Part 1 Gen" folder).

Personnel generally only require a certificate of competence if they perform practical treatments on people as part of the TKS module and thus perform treatments professionally. Alternatively, these treatments can also be performed under the direct supervision and responsibility of a physician.

6.4.5 Teaching plan

As is the case with the areas of assignment and qualifications, the teaching plan is to be presented in the application in a pre-defined table. The persons indicated in section 6.4.4 are entered according to area.

The seven columns contained in the pre-defined table are described below. One row is completed per area. It is possible to select several areas at the same time.

→ **Important: please use an exact designation (capital letters – number) in accordance with the module description to indicate which teaching materials belong to which sub-area, for example which pages of a teaching script or a book belong to A-1 or B-2. It must be clear that all areas of the examination content and training programmes (module description) are fully covered within a module. With the exception of books that are commercially available, all teaching materials must be supplied. Example:**

Bereich	Anzahl Lektionen	Lehrperson(en) (Name, Vorname)	Stellvertretung(en)	Lehrmaterial	Art der Vermittlung des Lehrmaterials	Anhänge
A1-A4	2	Peter Muster Regina Wald	Yvonne Meister Herbert Lada	A1: PDF "LehrmaterialX" S. 5-7, Buch "KosmetikX", S. 52-72; Powerpoint "PräsentationX", Folie 1 A2: DF "LehrmaterialX" S. 8-9; Buch "KosmetikX", S. 40-43; Powerpoint "PräsentationX", Folien 2-3 A3: DF "LehrmaterialX" S. 10-11; Powerpoint "PräsentationX", Folien 4-5 A4: PDF "LehrmaterialX" S. 10-11; Buch "KosmetikX", S. 12-13	<input checked="" type="checkbox"/> Frontalunterricht <input type="checkbox"/> Einzelarbeit <input type="checkbox"/> Gruppen-/Partnerarbeit <input type="checkbox"/> Gruppenpuzzle <input type="checkbox"/> Lernwerkstatt <input checked="" type="checkbox"/> Lernen mit Arbeitsplan <input type="checkbox"/> Lernen mit Fallstudien <input type="checkbox"/> Computergestütztes Lernen <input type="checkbox"/> Lernen mit Leitprogramm <input checked="" type="checkbox"/> Lernspiele	- PDF "LehrmaterialX" - Buch "KosmetikX", nicht angehängt, ISBN-Nummer xxx-xx. - Powerpointpräsentation "PräsentationX"

→ **PLEASE NOTE: within the teaching materials themselves, the sub-areas must also be distinguished by letter (e.g. A1-a, A1-b)!**

Column 1 "Area": In this column, all areas are to be indicated to which the information on the right belongs. It is possible to enter either a single area or several areas.

Example: if this relates to areas A-1 to A-2 and B-1, "A-1 to A-2; B-1" is to be entered in this column.

Column 2 "Number of lessons": The number of lessons lasting 50 minutes each that are taught for the indicated area or areas is to be indicated here.

Column 3 "Teacher(s)": The last name and first name of the teacher or teachers who will teach this area on a particular day is to be stated here. The persons indicated must correspond to the teachers stated under the areas of assignment and qualifications (section 6.4.4).

Column 4 "Deputy(ies)": The last name and first name of the deputy(ies) who will teach in this area or these areas if the indicated teacher is unable to teach by way of exception are to be entered here. The deputies indicated must correspond to the teachers stated under the areas of assignment and qualifications (section 6.4.4).

Column 5 "Teaching material": The teaching materials required must be indicated in this column. In the case of books or other publications, the title and ISBN number are to be provided. The page numbers of the publication or book must be assigned precisely to the sub-areas by letter (e.g. A1-a, A1-b) as per the training programmes of the administrative body. Self-prepared teaching materials as well as other teaching materials such as scripts and PowerPoint presentations must be listed here with a clear designation and saved in the specified folder structure. *In the case of PowerPoint presentations, for example, the title of the set of slides and the slide numbers (see example in the information box).*

→ **Please note that a script must be available.** A script is a reference work for candidates that is numbered according to the module descriptions of the administrative body. The script can also be used by candidates after they acquire their certificate of competence. Ideally, there should be one script per module comprising a single document. In a TKS module, the script can be divided into a maximum of four parts by letter, i.e. A, B, C and D, in accordance with the module description of the administrative body. Other documents not included in the script will not be accepted as parts thereof.

Information on the script and the examination content of the special case of the extended TKS module:

Although the extended form of the TKS module does not necessitate a fundamentals module course, the content and duration of the examination for the fundamentals module is exactly the same as for the standard version. The script for the fundamentals module can therefore also be used as the script for E-F or E-G. A script is required for E-F or E-G if there is no fundamentals module, i.e. if an examining body only offers the extended version.

Column 6 “Method for conveying the teaching materials”: Here, it is to be indicated what method will be used to convey the teaching materials you have specified. Several fields can be ticked for this purpose. Learning with a guided programme is a teaching form that provides candidates with a “recipe”, i.e. a mix of tasks, problems, textbook chapters and subject areas. If the method to be applied is not indicated, it is possible to make an entry under “Other”. The information provided must be consistent with the form of the teaching materials.

Column 7 “Annexes”: The annexes and book information are to be specified in this column (see example in the information box).

Timetable

In addition to this table, an approximate timetable must also be included in the folder structure that provides an overview of the rough sequence of training over the module as a whole.

6.4.6 Examination questions

The examining bodies are responsible for preparing the examination tasks in keeping with the specifications relating to the training programmes, examination content and examination regulations of the administrative body. They are responsible for ensuring that the examination questions, especially in the case of theoretical examinations, differ for each examination. It is therefore important to have a sufficient number of questions about the different topics. To this end, each sub-area (e.g. A-1 letter b) must be covered with at least three to five questions, unless a sufficiently open-ended question is used that cannot be answered in a simple manner. This is to ensure that the examinations can be recompiled repeatedly with new questions over a period of roughly two years.

All planned examination questions must be entered in a pre-defined Excel table entitled “List of examination questions”. This can also be found on the FOPH website. The number of rows can be added to independently depending on the space required. The column content must remain the same but can be enlarged if necessary. **Alternatively, a separate list of examination questions can be enclosed with the application containing the same information.**

➔ **Please refer to the information box on the special case of the extended TKS module in section 6.4.5.**

The six columns contained in the table to be completed are described below:

Column 1 “Area”: In this column, it is to be indicated to which area the question belongs to. The respective areas are described above in the green field. It must be indicated which questions belong to which sub-area of the examination content using the exact designation of the sub-area (capital letter – number – lowercase letter) as per the module description. Each individual sub-area (e.g. A-1 letter b) must be covered with at least three to five questions, unless a sufficiently open-ended question is used that cannot be answered in a simple manner.

Example: The question is from area A-1 letter b: in this case, “A-1b” is to be entered in the field.

Column 2 “Type of examination”: It is to be indicated here whether the examination question is for the theoretical or practical examination. The abbreviation “T” is to be used for theoretical examination questions, while the abbreviation “P” is to be used for practical examination questions.

Column 3 “Examination form”: It is to be indicated here what form the examination will take, for example whether it will use multiple choice questions.

Example: The question requires the candidate to complete an image identification task. In this case, the form “image identification” is to be entered.

Column 4 “Examination question”: The exact question that will be asked in the examination is to be entered here.

Example of the extended TKS module – cosmetics EFZ, CC “skin and pigmentation” area B-4 2e:

Question: “Please tick next to each image to indicate which changes in vessels are shown and whether you are permitted to treat these changes in vessels yourself (image varies in each case, there are 50 different images available but only one is shown in each instance)”

Column 5 “Examination answer”: The answer that would score full marks in the examination is to be entered here.

Example: Five images were displayed in the example above in column 5 for the area B-4 2e. The aim is for candidates to name each of the images correctly and indicate whether they are permitted to treat the changes in vessels themselves. This could be described, for example, as follows: “Correct naming of all the changes in vessels shown in the images, treatment by a person with a certificate of competence or only by a physician”

Column 6 “Assessment”: Here, a description is to be provided of the number of points used to assess how the question is answered. This can be written in a form of your choice in the designated column. You may choose to adopt a descriptive approach, for example.

Example: In the above example for area B-4 2e in columns 5 and 6: “The number of points attained is determined by the number of correctly named images:

5/5 points: all five images were correctly named.

3/5 points: three out of five images were correctly named, etc.”

6.4.7 Assessment scheme for the TKS module examination

According to the specifications of the administrative body, the examinations are graded either “pass” or “fail”. An examination is considered to have been passed if the candidate achieves at least 60% of the maximum number of points available. A failed examination must be retaken. If a section of the examination is failed, the entire examination has to be retaken. The weighting of the respective examination sections by area is left to the examining body. It is to be shown here how the individual areas are weighted, i.e. how many full points can be attained in an individual area. The weighting can be chosen freely and can also be adjusted where necessary.

The three columns contained in the table to be completed are described below:

Column 1 “Area”: In this column, it is to be indicated which area the points belong to. This is completed in advance. The respective areas are described above in the green field.

Column 2 “Maximum number of points”: In this column, the maximum number of points that can be achieved in this area is to be indicated.

Example (notional, please do not copy!): Examining body awards the points set out below for the respective areas, totalling 37 points for area A, 20 points for area B, etc. Overall, this results in a total of 100 points. As a candidate must attain at least 60% of the points in order to pass an examination, a candidate would pass the examination in this example if they were to score at least 60 points.

Column 3 “Reasoning”: If desired, it is possible to provide a reasoning in this column as to why a certain area is weighted much higher, i.e. why it is assigned more points than other areas.

6.4.8 Information on the two additional compulsory practical treatments using running equipment and recognition of practical experience

Information on the two additional compulsory practical treatments

The **first part** of this point involves attaching a document (e.g. a Word file) to the application that contains a detailed description of how the two additional compulsory practical treatments are to be performed (see also section 3.4.4 of the guidance as well as section 3.17 of the examination regulations). The document to be enclosed must contain at least the following information:

Content relating to the acquisition of practical experience in the form of at least two practical treatments: Here, it is to be specified in detail how these treatments are performed and what the candidates are taught in the process.

Training duration: Here, it is to be specified how long the individual practical training blocks last.

Training location: Here, it is to be specified where these practical treatments are performed.

Example: Treatments performed at LaserCosemticxx AG, 3008 Bern

Group size: Here, it is to be specified how many persons will participate in each training block. We recommend keeping the group size as small as possible so as to ensure that each person learns as much as possible.

Recognition of practical experience (if this is offered by the examining body)

The **second part** of this point relates to the recognition of practical experience by applicants. In accordance with the examination regulations of the administrative body, under certain circumstances candidates are exempted from the requirement to perform at least two additional practical treatments as part of the TKS module. The applicant has detailed guidelines for comprehensively assessing work experience in writing on the basis of customer dossiers and thus, where applicable, for exempting candidates from the requirement to perform the compulsory treatments. *Important: the practical and theoretical components of the training and examination for the TKS module still have to be completed.*

In the application form, it is to be indicated with a tick whether such guidelines are in place or not. If such guidelines are available, the documents containing the detailed guidelines must be enclosed with this application in the specified order structure and corresponding confirmation must be provided in the application form.

6.4.9 Confirmation that the information provided in this form is truthful

In the final point of this application form, the module provider must confirm and sign that all of the information provided is truthful and issues their consent for the electronic delivery of the order.

In addition to the application form, a signed version of this application together with all of the related pages must be scanned and enclosed with the application. Alternatively, it can be sent by post to the following address: Bundesamt für Gesundheit, Sektion NIS & DOS, Sachkundenachweise V-NISSG, Schwarzenburgstrasse 157, 3003 Bern

7 Assessment of the application and decision on the entry of the examining body in the list

The examining bodies are listed in detail according to certificate of competence in the FDHA Ordinance on certificates of competence for treatments for cosmetic purposes using non-ionising radiation and sound (FDHA O). The most recent version of this ordinance is published in the Classified Compilation of Federal Legislation.

7.1 Assessment of the application

The FOPH assesses the application according to the following assessment criteria:

- The application is complete, i.e. each point in the application form has been completed and the relevant enclosures have been attached
- Each point corresponds to the conditions listed in the guidance (point by point)
- The application meets the requirements stipulated by the administrative body with respect to the training programmes and examination content and includes the examination regulations

The application will be rejected early in the application process in the following cases:

- The files are **not** submitted in the specified folder structure (section 5.2).
- The script/teaching materials and the examination questions are **not** numbered consecutively as specified in the guidance (section 6 “Teaching plan”)
- **No** script is available (section 6 “Teaching materials”)

7.2 Decision on entry of the certificate of competence

Following the submission of the application, the FOPH will inform the applicant within roughly three months:

- whether it will recommend to the FDHA that the certificate of competence be included in the FDHA O list.
- about the date of the next FDHA O revision from which the entry in the list will become legally valid.

7.2.1 Positive decision

In the case of a positive decision by the FDHA, the certificate of competence of the examining body is added to the FDHA O list. The examining body is permitted to offer the relevant certificate of competence as of the date that the revised FDHA O, which is updated twice a year, comes into force. Where possible, the revised FDHA O will enter into force at the beginning of April and the beginning of October each year. The FDHA O containing the current list of examining bodies is published on the following website of the federal government [SR 814.711.32 – FDHA Ordinance of 24 March 2021 on certificates of competence for treatments for cosmetic purposes using non-ionising radiation and sound \(admin.ch\)](#)

- ➔ Important: courses can only be advertised by examining bodies included in the published list (see also section 4.2).

7.2.2 Negative decision

In the case of a negative decision, i.e. if the application for admission as an examining body is

rejected, the certificate of competence of the examining body is not added to the FDHA O list. The examining body is therefore not permitted to offer any certificates of competence or conduct examinations for such certificates. The decision will be communicated to the applicant as quickly as possible and no later than following the deadline specified by the FOPH. The examining body can resubmit its application to the FOPH upon the next application submission deadline.

