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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)

October 2025 edition

Content

1 Introduction

Since 1 June 2019, treatments using non-ionising radiation have been governed in Switzerland by the Federal Act of 16 June 2017 on Protection against Non-Ionising Radiation and Sound (NIRSA; SR 814.71) and the associated Ordinance of 27 February 2019 (O-NIRSA; SR 814.711).

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

The seven certificates of competence are:
- CC laser acupuncture: laser acupuncture.
- CC laser hair removal: laser hair removal.
- CC hair removal using intense pulsed light (IPL): hair removal using IPL.
- CC permanent make-up and tattoo: laser removal of permanent make-up and tattoos*.
- CC skin and pigmentation: 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*.
- CC cellulite and subcutaneous fat: treatment of cellulite and subcutaneous fat.
- CC fungal nail infections: treatment of fungal nail infections.

This excludes treatments that may be carried out only under medical supervision such as treatment of spider naevi, haemangioma and telangiectasias or treatments on eyelids or close to the eyes (up to 10 mm).

1.1 Purpose of the guidance

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 (EB) is permitted to issue. The examining body offers the relevant training, conducts the corresponding examinations and issues certificates of competence. This guidance explains the process that an examining body must follow to have a certificate of competence included in the FDHA O list, including which criteria need to be met and which documents must be submitted.

This guidance prepared by the FOPH is intended to support aspiring examining bodies in issuing certificates of competence. It elaborates on the requirements specified in the O-NIRSA, in the FDHA O as well as in the administrative body's training programmes and examination content of the administrative body and indicates the current state of the art in science and technology. Prospective examining bodies should submit their applications in accordance with this guidance.

The tasks and obligations of the examining bodies are described in the *Guidance on tasks and obligations of the 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).* This guidance can be accessed and downloaded from the FOPH website via the following link: Information for prospective examining bodies.

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[1] 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 Berufstätowierer VST

2 Inclusion of the certificates of competence in the FDHA O

2.1 Criteria

This guidance explains the criteria that must 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 set out in Annex 2 Number 3 of the O-NIRSA. These requirements reflect the current state of knowledge and technology and are approved by the administrative body.

2.2 Process overview

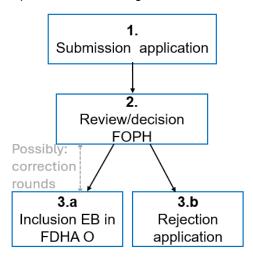The process for including of a certificate of competence in the FDHA O is as follows:

Figure 1. Process for registering an examining body on the list of the FDHA O.

1. Entities interested in the inclusion of a certificate of competence in the FDHA O submit their applications to the FOPH by the end of February of any year.

2. The FOPH reviews the application on behalf of the FDHA. This 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 this review based on the criteria defined in this guidance.

3. a 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 administrative body's documentation; and reflect the current state of knowledge and technology as it is described in principle in the FOPH guidance, then the certificates of competence will be included in the FDHA O's annex. However, the examining body may need to make some corrections.

3. b If the submitted documents do not meet these requirements, the applicant will be informed in writing by the FOPH that they will not be included in the list. They may then resubmit their application to the FOPH on the next application submission date.

2.3 Application documents to be submitted

An applicant may offer one or more certificates of competence. Section 6 of this guidance provides a detailed description of the documents that must be submitted. To improve clarity, the terminology used in the training and examination documents should be consistent with the terminology used in this guidance.

3 Structure of the certificate of competence

The certificate of competence has a modular structure and basically consists of three modules:
- the fundamentals module.
- The technologies module.
- Seven different modules on treatment-specific knowledge and skills (TKS) covering all the treatments for which a certificate of competence is required.

The five modules cosmetics (laser hair removal, hair removal using IPL, permanent make-up and tattoo removal, skin and pigmentation, cellulite and subcutaneous fat) are offered in the regular and extended versions; the TKS Acupuncture and fungal nail infections are only offered in the extended version.

There are no requirements for the 'regular' versions. For these, all three modules must be attended and the examination for all modules must be passed to obtain the certificate of competence.
The 'extended' versions are aimed at people who fulfil certain requirements (see chapter 3.3). These 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.

3.1 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.

3.2 Module on technologies

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

Table 1. Structure of the technologies module and information on compulsory attendance.

Part	Content	Who
1	Optical radiation	All
2	Radiofrequency, low frequency, ultrasound, shock wave and cryolipolysis	All, excluded podiatrists and acupuncturists

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 (s. table 1).
For the exemptions applicable to persons who have attended a laser protection course s. section 7.3.4.

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

Depending on the candidates' existing qualifications, the TKS modules "cosmetics" 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. Table 2 gives an overview of the possible TKS versions (regular and extended, including prerequisites).

Table 2. Overview of TKS modules, possible versions and required prerequisites.

Module TKS	Version: standard	Version: extended
Cosmetics laser hair removal hair removal using IPL permanent make-up and tattoo removal skin and pigmentation cellulite and subcutaneous fat	Prerequisites: none	Prerequisites: **1. extended,** beauticians with an EFZ **2. extended, higher qualification** - beauticians with a Diploma FA or HFP - as well as dermapigmentologists with a higher education qualification
laser acupuncture	is not offered	Prerequisites: acupuncturists TCM
fungal nail infections	is not offered	Prerequisites: **1. extended, EFZ** podiatrists with a Diploma EFZ **2. extended, higher qualification** podiatrists with a Diploma HF

3.3.1   Standard TKS modules

The standard TKS module is designed for all individuals with no prior training or those who have already acquired a certificate of competence in accordance with the rules of the examination regulations. Standard TKS modules are only possible for cosmetic treatments.

3.3.2   Extended TKS modules

Beauticians with a Federal Diploma of Vocational Education and Training (in German: EFZ), a Federal Diploma of Higher Education (in German: FA) or an Advanced Federal Diploma of Higher Education (in German: HFP), dermapigmentologists with a higher education qualification, podiatrists with an EFZ or an Advanced Federal Diploma of Higher Education (in German: 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. In addition to the content of the standard TKS module, the extended TKS module includes individual sections of the fundamentals module.

These persons are not required to attend the fundamentals module, starting instead with the technologies module. After completing it, they must 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.

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

4 Requirement of the personnel

4.1 Qualification of examination body personnel

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.

a. Trainers, examination experts and members of the examination boards must:
   - 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) in the relevant professional field in which they will work or an equivalent qualification[2];
   - have at least three years' professional experience in the respective field;
   - have the necessary language skills to train or to examine people (at least level B2);
   - persons working in connection with certificates of competence offered in languages other than their mother tongue, must either 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.
b. Trainers must have at least two years' teaching experience.
c. Trainers performing practical treatments on people as part of the TKS module and thus professionally, must have a corresponding certificate of competence. Alternatively, these treatments can also be performed under the direct supervision and responsibility of a physician.
d. Trainers delivering online courses (only possible for the modules fundamentals and technologies, see section 5.2) must provide evidence of their online platform skills (completed course). The minimum requirement is a 2-day in-depth course on e-didactics and e-learning. **Substitute trainers** who are not listed as personnel in the submitted application submitted are **not permitted**.

From 30th of June 2025 onwards, only persons who meet all requirements will be considered. Those who were accepted before this date will continue to be subject to the conditions that applied when their personnel dossier was last submitted as part of the application process.

Trainers cannot be simultaneously both examination experts and trainers for the same module; and vice versa. This must be confirmed by the prospective employee in the personnel form, which must be completed as part of the application process.

4.2 Forgery or falsification of documents

Section 7.1.2 provides a detailed description of the documents to be provided for staff and the procedures for completing them.

In the above-mentioned personnel form, the person must confirm that he or she has filled in the information truthfully. This includes the authenticity of any documents submitted. Please not that forging or falsifying documents such as identity documents, diplomas or certificates of professional experience, is prohibited by law and can be punished accordingly. In accordance with art. 251 (Forgery of a

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[2] 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. 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).

document) of the [Swiss Criminal Code](SR 311.0), any person who produces a false document, falsifies a genuine document, uses the genuine signature or mark of another person to produce a false document, falsely certifies or causes a fact of legal significance to be falsely certified, or makes use of a false or falsified document in order to deceive, with the intention of causing financial loss or damage to another person or of obtaining an unlawful advantage for themselves or another person, shall be liable to a custodial sentence not exceeding five years or a monetary penalty.

5 Requirements for the training programmes and examinations

Information on the training programmes and examination content of the administrative body for all modules can be found in the module descriptions on the FOPH website. This content must be covered during training and tested in the examination. The examination regulations of the administrative body must also be observed.

It should also be noted that an examining body must offer at least one complete CC. This consists of a fundamentals module, a technologies module and a TKS module.

5.1 Requirements for the training programmes

The training should be varied, utilising different teaching methods. These must be indicated in the timetable.

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 teaching.

The TKS modules consist of a practical part (area C of the module description of the administrative body) and a theoretical part (areas A, B, D and possibly E, G of the module descriptions, depending on the certificate of competence and version).
All the areas A, B and D of the TKS modules must always be conducted in full in manner for each certificate of competence. Examining bodies offering multiple certificates of competence are not permitted to divide the TKS module into sub-modules to reduce the training duration for individuals who already hold a certificate of competence.

In accordance with section 3 of the examination regulations, all TKS modules require candidates to perform two compulsory practical treatments using running equipment. Under certain conditions, candidates may be exempt from performing these treatments. The relevant conditions are described in the examination regulations. When applying, the examining body must state how and with whom these two treatments are to be carried out (see section 7.4.5 for details).

5.2 Online training courses

The training and examinations for the fundamentals and technologies modules can also be conducted online. The basic rules and recommendations for the online learning can be found in the box below. The application must include a concept with the relevant verification as well as a detailed description of how the individual basic rules and recommendations are implemented and complied with.

Requirements and recommendations for online training for the modules on technologies and fundamentals for certificates of competence 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.
- ➢ 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.

5.3 Requirements for the examination

All modules are concluded with an examination. The examinations must be conducted on site; online examinations are not permitted. The TKS module is completed with both a theoretical and a practical examination and these must each fulfil the requirements of the respective certificate of competence.

➔ *Note on the examination content and duration for extended modules:* the content and duration of the examination for the fundamentals module is the same as for the standard version.

The duration, timing and form of the examinations are specified in the respective module descriptions and in the examination regulations of the administrative body.

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

module. Electronic aids are not permitted.

The following points are observed when conducting and evaluating the **written examination**:
- 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 (e.g. A-1 letter b) 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.
- A person appointed by the examining body supervises the examination on site (examination supervisor).
- The examination supervisor may not provide any substantive information during the 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 must 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 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 if there is sufficient space, light and air and all the necessary materials are available.
- The protocol (assessment rubric) includes all observations that will be assessed later.
- The two examination experts compare and discuss their observations and make the assessment together.

6 Submission of an application as an examining body

6.1 Requirements

An application can be submitted by anyone who offers all components of a certificate of competence. In principle, only domestic entities can apply to become examining bodies. Only foreign entities that provide an address for service in Switzerland and conduct their examinations and training in Switzerland can be included in the FDHA O.

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. If an applicant offers several certificates of competence, these can be included in the same application and must be indicated accordingly in the application form. Communication during the application process always takes place via the applicant.

6.2 Submitting the application

The applicant can download and complete the application forms on the FOPH website (Information for prospective examining bodies) 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 attachments are uploaded as a ZIP file in the specified folder structure. Short and meaningful file and folder names should be chosen. The maximum length of a file path must not exceed 255 characters (including spaces). This corresponds to corresponds to the sum of the file name and all folder and subfolder names in which a file is located. If these are too long, the FOPH may be unable to open the documents, in which case the applicant will have to resubmit their application with shorter names.

The ZIP file with the empty folder structure can be downloaded from the FOPH website.

📁 Part 1 Gen

📁 Part 2 Fund

📁 Part 3 Tech

📁 Part 4 TKS

Table 3. Overview of all documents to be attached to an application.

Sub-folder	Content	Guide, template
The «**Part 1 Gen**» contains the following documents:		
Application form	Completed application form and signed copy thereof including all pages	Guidance section 7.1.1 **Template in package 1**
Personnel	List of all the personnel from the examining body: examination experts, trainers and members examination board as per the template and related documents	Guidance section 4 and 7.1.2 **Template in package 1**
If applicable: *Please create this folder yourself, if necessary.*		

Online training	Concept for online training (only possible for the fundamentals and technology module)	Guidance section 5.2
Additional GTCs	Separate document	Guide section 7.1.1
The «**Part 2 Fund**» contains the following documents:		
Teaching plan	Timetable	Guidance section 7.2.1
Teaching materials	Scripts PowerPoint slides or other documents	Guidance section 7.2.2
Examination	Form *Examination* with assessment scheme and list of examination questions	Guidance section 7.2.3 **Template in package 1**
The «**Part 3 Tech**» contains the following documents.		
Teaching plan	Timetable	Guidance section 7.2.1
Teaching materials	Scripts PowerPoint slides or other documents	Guidance section 7.2.2
Examination	Form *Examination* with assessment scheme and list of examination questions	Guidance section 7.2.3 **Template in package 1**
If applicable: Please create this folder yourself, if necessary.		
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	Guidance section 7.3.4
The «**Part 4 TKS**» contains the following documents. ➔ *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".*		
Teaching plan	Timetable	Guidance section 7.2.1
Teaching materials	Scripts PowerPoint slides or other documents	Guidance section 7.2.2
Examination	Form *Examination* with assessment scheme and list of examination questions	Guidance section 7.2.3 **Template in package 2, 3, 4**
Description of the practical examination	Brief description of the examination of the practical part	Guidance section 7.4.4
Compulsory treatment	Detailed description of how the two compulsory treatments are acquired	Guidance section 7.4.5
If applicable: Please create this folder yourself, if necessary.		
Recognition of practical experience	If practical experience is recognised as a substitute for the two compulsory treatments to be performed using running equipment in accordance, add detailed guidelines for the exemption of certain candidates from the two compulsory practical treatments	Guidance sections 7.4.6 and 3.3
Extended TKS module – EFZ	- Timetable for areas E, F and G - Documents for these areas or detailed references to the fundamentals module in the timetable - Form Exam for areas E, F and G	Guidance sections 7.4 and 3.3
Extended TKS module – higher education qualification	- Timetable for areas E and F - Documents for these areas or detailed references to the fundamentals module in the timetable - Form Exam for areas E, F	Guidance sections 7.4 and 3.3

6.3 Applications with several CC

For applications including several CCs, the procedure outlined in Section 6.2 applies. Only one

submission of application parts 1, 2 and 3 is required.
A separate TKS folder, containing the sub-folders, must be submitted for each TKS module.

6.4   Resubmission of an application after rejection

A rejected application may be resubmitted in full no earlier than at the end of February of the following year.

6.5 Application for an additional CC 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 the end of February of each year for new providers of certificate of competence modules that have not yet been 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.

6.6 Offering CC in other languages

For each additional language (target language) in which the certificate(s) of competence is or are to be offered, all documentation, such as teaching materials, the examination questions and the description of the practical examination, must be submitted separately. This documentation must have uniform naming in both the source and target languages and be of a high quality. The application form must specify how the translation was carried out. If the teaching and examination of the extra language take place elsewhere, the examining body must demonstrate that these premises are also suitable for teaching and testing for 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 can act as an expert or member of the examination board (s. section 4.1).

Important: the application must initially be submitted in one language. Once approval has been 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 the end of February of each year.

6.7 Extended version for already listed CC

If an examining body wishes to offer an extended version of a certificate of competence that is already listed in the FDHA, it must be submitted to the FOPH in advance. To do this, a change form must be requested via sn-nissg@bag.bag.admin.ch and submitted together with all the related documentation using the Confederation's secure file transfer service. These changes can be submitted at the end of February of each year.

7 Content of the applications

This section describes what must be included in the applications and how the application forms must be completed. It also specifies which attachments must be submitted and what content they should contain. See Table 3 for an overview.

7.1 Application – part 1: General

7.1.1 Application form

The application form must include information about the applicant and the modules offered, along with details of their content.

If applicable, the following additional information must be submitted:

- **Information on online training**: The "fundamentals" and "technologies" modules can also be taught online (see section 5.2). In this case, the following documents must be included in a folder created by yourself.
    - Concept with supporting documentation, describing in detail how the various basic rules and recommendations are complied with and implemented.
    - Proof (course certificate) from the teacher (see section 4.1).
    - The online platform used must be reported to the FOPH as part of the application.
- **Information on the "technologies module"**: if the applicant recognises courses on laser safety, he or she must enclose the application a list of providers and a certificate of equivalence for their courses with the application (see section 7.3.4).
- **Information on the "TKS module"**: if the applicant has guidelines for recognising of participants' practical experience (see section 7.4.6), these guidelines must be enclosed with the application.
- **Additional general terms and conditions (GTC)**: if the applicant has defined additional GTC, these must be enclosed with the application in a separate document in a folder created by the applicant.

7.1.2 Personnel form: list of examining body's personnel

In addition to the application form, a list of teachers, examination experts, and members of the examination board must be provided.

<u>Important: all personnel must be entered on a single list for the examining body in question, rather than on a list of a particular module (this list can be found in the "Part 1 Gen" folder).</u>

Teachers, examination experts, and members of the examination board must be listed in the Excel template (found in Package 1 Gen; see Tab 3):
For each person, a folder must be created in the "Personnel" subfolder (with the person's name) and contain the following documents:
- the completed personnel form;
- proof of qualifications (copy of diploma or copies of diplomas);
- proof of professional experience;
- for trainers: proof of teaching experience;
- for online trainers: proof of experience using online platforms;
- for self-employed persons: a proof of their self-employment. This may take the form of an excerpt from the commercial register and other signed confirmations. The aim here is to prove that the individual was self-employed during the relevant period. A brief description of the activities carried out during this period must also be provided.

7.2 Application – part 2: module on fundamentals

7.2.1 Teaching plan

To provide an overview of the course schedule for the entire module, a timetable should be placed in the sub-folder structure.

The schedule should contain the following information:
- Lessons lasting 50 minutes;
- for each lesson, the subject area(s) being taught in accordance with the training plans of the administrative body;
- the teaching materials to be used during the lesson and available;
- the method of delivering the teaching materials (e.g. lecture, individual work, group/pair work, puzzle class, learning workshop, teaching with a work plan, teaching through case studies, computer-assisted learning, teaching with a master plan, playful learning, self-directed learning path).

7.2.2 Teaching materials

This folder should contain the teaching materials used.

The teaching materials **must include at least the following documents**:
- A script. This 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 must refer precisely to the sub-areas by letter (e.g. A1-a, A1-b) as set out in in the training plans of the administrative body.
- PowerPoint presentation(s) or similar support materials, such as videos, to convey the training content during the courses. This content must also appear in the manual so that candidates can refer to it later. This content must also be indicated in the timetable.
- If generative AI was used to create the teaching materials, the step for which it was used must be declared in the application form. The model used (e.g. OpenAI or ChatGPT) must also be specified.

If desired, excerpts from publications or books can be included in the script/manual. However, these contents cannot be part of the exam programme.

7.2.3 Examination questions and assessment scheme

All exam questions and the assessment scheme must be entered into a predefined Excel table called "Examination Fundamentals FDHA O". This template is provided by the FOPH.

Assessment scheme
The applicant must enter the following information in the three corresponding columns:
- the area to which the question belongs,
- the maximum number of points that can be achieved in this area
- a reason why a certain area is weighted much higher i.e. why it is given more points than other areas), if desired.

Examination questions
All planned examination questions must be entered into the Excel table entitled "Examination". This can also be found on the FOPH website. The number of rows can be added to independently depending on the space required. **Alternatively, a separate list of examination questions containing the same information can be enclosed with the application.**

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. 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.
- **Column 2 "Type of examination":** here it must be indicated whether the examination question is theoretical (abbreviated as "T") or practical (abbreviated as "P").
- **Column 3 "Examination form":** It is to be indicated here what form the examination will take, e.g. whether it will use multiple choice questions.
- **Column 4 "Examination question":** The exact question that will be asked in the examination should be entered here.
- **Column 5 "Examination answer":** The answer that would score full marks in the examination should be entered here.
- **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 the form of your choice in the designated column. For example, you may choose to adopt a descriptive approach.

7.3 Application part 3: module on technologies

7.3.1 Teaching plan

See section 7.2.1 to find out how to create this section.

7.3.2 Teaching materials

See section 7.2.2 to find out how to create this section.

7.3.3 Examination questions and assessment scheme

See section 7.2.3 to find out how to create this section.

7.3.4 Recognition of laser protection courses by applicants

In accordance with section 3.4 and the examination regulations of the administrative body, the candidates may be exempted from completing training part 1 "Optical radiation" of the technologies module under certain circumstances and can proceed directly to the examination. Applicants can maintain a list of all laser protection course providers that the believe cover all the areas required under the O-NIRSA.

In the application in form, the applicant should indicate if they provide such a list. If so, they must enclose in the specified folder structure a confirmation of point-by-point proof of with the O-NIRSA content in the specified folder structure.

Point-by-point proof means that a document must be prepared comparing all the points covered by the "Optical radiation" component of the training as per the module descriptions with the course content of the other course 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 how to avoid it

7.4 Application part 4: module on TKS

7.4.1 Teaching plan

See section 7.2.1 to find out how to create this section.

7.4.2 Teaching materials

See section 7.2.2 to find out how to create this section.

7.4.3 Examination questions and assessment scheme

See section 7.2.3 to find out how to create this section.

7.4.4 Description of the practical examination

A separate document must be provided with a brief description of the practical part of the exam, the exam room layout and the available equipment.

7.4.5 Information on the two compulsory practical treatments

An attached document (e.g. a Word file) should contain a detailed description of how these two additional compulsory practical treatments are to be performed (see also section 3.17 of the examination regulations).
The enclosed document must contain the following information at a minimum:

– Content and modalities related to the acquisition of practical experience in the form of at least two practical treatments.
– Duration of individual practical training blocks.
– Location where these practical treatments are performed.
– Group size, i.e. how many persons will participate in each training block. We recommend keeping the group size as small as possible to maximize learning for each person.

7.4.6 Recognition of practical experience (if offered)

Since 1st of June 2024, it is no longer possible to recognise practical experience. Exception: If someone can prove that they gained many years of work experience (more than 3 years of experience) before 1st of June 2024. *Important: the practical and theoretical components of the training and examination for the TKS module still must be completed.*

8 Assessment of the application and decision on the entry of the examining body in the FDHA O

8.1 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 6.2).
- The script/teaching materials and the examination questions are **not** numbered consecutively as specified in the guidance (section 7, Teaching plan and examination questions).
- **No** script is available (section 7, Teaching materials).

8.2 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 CC will 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.

8.2.1 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 comes into force. The revised FDHA O will enter into force each year in fall. 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 (s. also Guidance on tasks and obligations)

8.2.2 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.

Annexes

The annexes to this guidance and the instructions on how to select and to download them are published on the following website: Information for prospective examining bodies.