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**BOARD NOTICES • RAADSKENNISGEWINGS**

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**BOARD NOTICE 170 OF 2021****THE ALLIED HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA**

**GUIDELINES FOR CONTINUING PROFESSIONAL DEVELOPMENT (CPD) FOR  
THE PROFESSIONS OF ACUPUNCTURE, AROMATHERAPY, AYURVEDA,  
CHINESE MEDICINE AND ACUPUNCTURE, CHIROPRACTIC, HOMEOPATHY,  
NATUROPATHY, OSTEOPATHY, PHYTOTHERAPY, REFLEXOLOGY,  
THERAPEUTIC AROMATHERAPY, THERAPEUTIC MASSAGE THERAPY,  
THERAPEUTIC REFLEXOLOGY AND UNANI-TIBB**

**EXTENSION: CPD CYCLE: 1 JULY 2019 – 30 JUNE 2021 UNTIL 31 DECEMBER  
2021**

**AND**

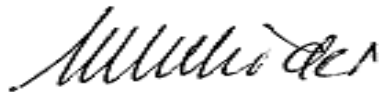
**CPD CYCLE: 1 JANUARY 2022 – 31 DECEMBER 2023**

The Allied Health Professions Council of South Africa (AHPCSA), having consulted with the professional boards for Ayurveda, Chinese Medicine and Acupuncture and Unani-Tibb (PBACMU), Chiropractic and Osteopathy (PBCO), Homeopathy, Naturopathy and Phytotherapy (PBHNP) and Therapeutic Aromatherapy, Therapeutic Massage Therapy and Therapeutic Reflexology (PBARM), has resolved, in terms of section 4(1)(g) of the Allied Health Professions Act (63/1982) ("the Act"), as amended, that:

- the requirements for Continuing Professional Development (CPD) for the CPD cycle 1 July to 30 June 2021, as promulgated in Board Notice 108 of 2019 in Government Gazette No 42576 of 12 July 20219, be extended to 31 December 2021; and
- as set out in this Board Notice, the following requirements are applicable for Continuing Professional Development (CPD) for the CPD cycle 1 January 2022 to 31 December 2023.

Practitioners or therapists who are registered in one allied health profession shall be required to accumulate forty (40) Continuing Education Units (CEUs) per cycle, fifty percent (50%) of which shall be profession-specific and include four (4) CEUs for the AHPCSA-approved Bioethics and Jurisprudence course (paragraph 5.5 of the Guidelines).

Practitioners or therapists who are registered in more than one allied health profession shall be required to obtain thirty (30) Continuing Education Units (CEUs) per profession, fifty percent (50%) of which shall be profession-specific for each profession and include four (4) CEUs for the AHPCSA-approved Bioethics and Jurisprudence course (paragraph 5.5 of the Guidelines), the latter requirement forming part of the first profession thirty (30) Continuing Education Units (CEUs) requirement.



DR LOUIS MULLINDER  
REGISTRAR: ALLIED HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA  
NOVEMBER 2021

## **DEFINITIONS**

**The following terms are applicable to Continuing Professional Development in general and the document that follows:**

**“Act”** means the Allied Health Professions Act, Act 63 of 1982, as amended, and any word or expression to which a meaning has been assigned in the Act shall bear such meaning, unless inconsistent with the context;

**“AHPCSA”** means the Allied Health Professions Council of South Africa as constituted by the Allied Health Professions Act, Act 63 of 1982, as amended;

**“approval”** means AHPCSA **recognition and accreditation** of continuing education and training courses or activities offered by CPD service providers that have met the criteria laid down by the AHPCSA for offering such continuing education and training courses or activities and the word **“approved”** has a corresponding meaning;

**“attendance register”** is the record of attendees of any form of CPD activity in Levels 1, 2 and 3, reflecting the names and AHPCSA registration number of those present and their signatures on completion of the activity;

**“bioethics and jurisprudence”** which includes ethics, human rights, patient’s rights and medical law is an understanding of the bioethical principles that determine how practitioners interact with patients and society;

**“CPD Committee”** means the Professional Board for Ayurveda, Chinese Medicine and Acupuncture and Unani-Tibb (PBACMU); the Professional Board for Therapeutic Aromatherapy, Therapeutic Reflexology and Therapeutic Massage Therapy (PBARM); the Professional Board for Chiropractic and Osteopathy (PBCO); and the Professional Board for Homeopathy, Naturopathy and Phytotherapy (PBHNP) whichever Professional Board is responsible for approving CPD courses or activities for each AHPCSA-regulated profession, respectively. It will be the applicable CPD committee which will be responsible to make the necessary recommendations in respect of the imposition of appropriate sanctions for any non-compliant practitioner;

**“compliance check”** is the monitoring of individual practitioners which shall take place at least once a cycle by means of a randomly selected sample of practitioners from the Registers: Acupuncture, Ayurveda, Chinese Medicine, Chiropractic, Homeopathy, Naturopathy, Osteopathy, Phytotherapy, Therapeutic Aromatherapy, Therapeutic Massage Therapy, Therapeutic Reflexology and Unani-Tibb;

**“continuing education units”** (CEUs) are the values attached to a learning activity for CPD;

**“continuing professional development”** means the continuing education and training referred to in section 4(1)(g) of the Act and prescribed in terms of Board Notice 188 of 2012 and these Guidelines, and any such subsequent Board Notice published in the Government Gazette and the acronym **“CPD”** has a corresponding meaning. This includes **conditions** relating to continuing education and training; **the nature and extent** of continuing education and training and the criteria for recognition;

**“deferment”** means **formal permission** sought by the practitioner and granted by any CPD Committee to suspend/postpone CPD requirements for a period of time and to consider conditions for re-entry into practice;

**“individual CPD activity record”** means the AHPCSA Individual CPD Activity Record that shall be held by the individual practitioner as a record of every learning activity attended or completed. It shall be accompanied by Attendance Certificates for each event or series of events and the record shall be regularly updated and current;

**“jurisprudence”** means the study and knowledge of the AHP Act, Act 63 of 1982, Regulations 2001 pertaining to the Act, Rules and the application of the principles of law to health and medicine;

**“learning activity/ies”** means activities approved by the AHPCSA for CPD, comprising three levels, namely those encompassing **non-measurable** outcomes [Level 1], those with **measurable outcomes** [Level 2] and those associated with **formally structured learning programmes** [Level 3], all of which are eligible for approval for CPD and from which CEUs are obtained;

**“Inquiring Body”** means the council, the professional board, a committee of the council or a committee appointed by a professional board, which is conducting an inquiry contemplated in either section 23(1) or 23(1A) or section 29 of the Act and/or the Continuing Professional Development (“CPD”) Guidelines for the professions of Ayurveda, Chinese Medicine and Acupuncture, Chiropractic, Homeopathy, Naturopathy, Osteopathy, Phytotherapy, Therapeutic Aromatherapy, Therapeutic Massage Therapy, Therapeutic Reflexology and Unani-Tibb;

**“non-compliance”** means the failure of an individual to obtain the required CEUs **per cycle**;

**“practitioner”** means any person registered with the AHPCSA in terms of Section 2(a) of the Act and any reference to practitioner also includes any person registered as a **therapist**;

**“recognition of other CPD programme activities”** refers to the process of approval by the AHPCSA of other statutory health profession councils’ programmes for CPD;

**“registrar”** means the registrar of practitioners and students appointed under section 11(1) of the Act;

**“restoration after deregistration”** means restoration to the register and takes place according to conditions that vary, depending upon the duration of the deregistration;

**“service provider”** means any person, institution, body, facility or organisation that meets the specified criteria and has been approved as a service provider in accordance with the provisions of section 16A of the Act by the AHPCSA to provide and to present approved learning activities for CPD;

**“therapist”** means any person registered with the AHPCSA in terms of Section 2(b) of the Act and for the purposes of these Guidelines is included in the term **practitioner**; and

**“validity of CEUs”** means the duration of validity of CEUs.

## 1. INTRODUCTION

- 1.1. Graduation as a healthcare professional and registration as a practitioner does not guarantee that an individual's professional proficiency will be maintained for the rest of his/her professional life. There are two primary reasons for this: **Firstly**, the acquisition of new knowledge and skills for any health-related field is expanding constantly and this new knowledge is not always easily accessible by practitioners; and **secondly**, certain education and training acquired by students in healthcare professions may subsequently become out-dated after graduation.
- 1.2. The purpose of the CPD programme is to ensure that any practitioner who is registered with the AHPCSA maintains current, but also acquires new and updated levels of knowledge, skills and ethical performance that will be of measurable benefit in professional practice and enhance and promote professional integrity. The beneficiary will ultimately be the patient. All such practitioners are required to complete a programme of approved continuing professional development activities in each calendar year.
- 1.3. The activities are clustered together comprising a hierarchy of learning approaches and strategies. Practitioners shall select activities from the hierarchy to meet their particular needs or the specific demands of their practice environments. It is anticipated that the system will also address the specific South African healthcare environment by providing a range of activities that will allow the practitioners to meet the challenges faced in the current healthcare system.
- 1.4. The hierarchy of activities detailed includes traditional learning experiences such as, but not limited to, attendance at conference presentations, workshops, structured courses and quality assurance audits of practices or groups of professionals in their work environments.

## 2. ADMINISTRATION

- 2.1. The CPD system will be **administered by the Registrar on behalf of the AHPCSA and will be monitored by the CPD Committees**. The registrar may, with the approval of the Executive Committee of the council, appoint a third-party service provider to assist with the administration of the CPD system.
- 2.2. **Any individual practitioner that** attends CPD activities in order to comply with the statutory requirements as determined by the AHPCSA shall ensure that he/she is in possession of a certificate of attendance and upload the necessary certificate and/or documents on the CPD Administration online-platform and shall keep such certificates of attendance for a minimum of two years on record after the completion of the relevant cycle to comply with any random compliance check. When and if an AHPCSA CPD Administration online-platform has been

established, all practitioners shall register and utilise the CPD Administration website to record all their CPD activities.

- 2.3. **The CPD Committees** shall ensure that the requisite standards are met and maintained by the CPD service providers and shall be responsible for conducting quality checks on the activities of the CPD service providers offering CPD activities from time to time.

- 2.4. The Act provides for the approval of education and training as follows:

*Section 16A: Control over training*

- (1) *Notwithstanding anything to the contrary in any law contained, no person or educational institution shall offer or provide any education or training in any allied health profession to which the provisions of this Act apply, unless such education or training has been considered by the relevant professional board and approved by the council after considering a recommendation by the relevant board.*
- (2) *Any person or institution wishing to offer or to provide the education or training referred to in subsection (1) shall, before offering or providing such education or training, apply to the council in writing for its approval of such education or training and shall furnish such particulars regarding such education or training as the council may require.*
- (3) *The council may, after consultation with the relevant professional board, grant or refuse any application made in terms of subsection (2) and may, if it has granted such application, prescribe such conditions and requirements as it may deem fit subject to which the education and training in question may be provided.*
- (4) *The council may appoint a person to attend examinations in respect of any allied health profession regulated by or under this Act which are being conducted by a person or institution whose application has been approved by the council in terms of subsection (3).*
- (5) *Any person who contravenes or fails to comply with any provision of this section, or any condition or requirement prescribed there under, shall be guilty of an offence and liable on conviction to a fine or to imprisonment for a period not exceeding six months or to both a fine and such imprisonment.*

### 3. INDIVIDUAL CPD ACTIVITY RECORD

- 3.1. Each practitioner shall be required to maintain an official AHPCSA Individual CPD Activity Record [See Annexure A] from the commencement of the CPD programme which shall include the following particulars: **The full names of the practitioner; the AHPCSA registration number; the registered profession(s); the name of the CPD Service Provider; the Service**

**Provider's CPD Activity number; the topic of the activity; the level of the activity; the number of CEUs for that activity; and the attendance/completion date.**

3.1.1 When an AHPCSA CPD Administration online platform has been established, such platform shall replace the manual Individual CPD Activity Record and all information shall then be required to be uploaded onto the AHPCSA CPD Administration online platform.

3.1.2 It will be the duty and obligation of each practitioner to ensure that his/her individual CPD record is uploaded onto the applicable AHPCSA CPD Administration online platform.

- 3.2. The AHPCSA Individual CPD Activity record, whether uploaded online or manually, must be updated regularly, within (2) two months from the date the CPD Activity has been completed or attended to and kept current with every learning activity attended or completed, so that it so that it accurately reflects the CPD activities of the practitioner.

#### **4. COMPLIANCE VERIFICATION**

- 4.1. **Individual practitioners** shall ensure that they are in possession of the standard certificate of attendance for every activity that they have attended. They shall keep these for at least a further two years after completion of the cycle so that their certificates shall be available if required for random compliance verification.
- 4.2. The CPD Committee may conduct compliance verification of individual practitioners at least once a cycle on a randomly selected sample of practitioners, either through the AHPCSA CPD Administration online-platform, or through the request of a hard copy of a CPD Individual Activity Form, with relevant annexures.
- 4.3. When an individual practitioner is **selected for compliance verification**, he/she is obliged to forward the Individual Activity Record for each profession in which he / she is registered as per **Annexure A** that may have been obtained during the CPD cycle under review **to the Registrar within 21 days** on receipt of notification and/or allow the Registrar to extract the necessary information from the AHPCSA CPD Administration online-platform. For Level 3 qualifications a certified copy of the qualification is required. **The required documents** may be submitted in one of the following ways:
- (a) Paper copies: Send by registered post to The Registrar, AHPCSA, Private Bag X28, Lynnwood Ridge, 0040;
  - (b) By hand delivery to the Registrar, AHPCSA, Castelli Suite, Il Villaggio, 5 De Havilland Crescent South, Perseus Technopark, Pretoria, or
  - (c) Electronic copies: Send to the AHPCSA CPD email address: [cpd@ahpcsa.co.za](mailto:cpd@ahpcsa.co.za); or

(d) if the AHPCSA CPD Administration online-platform is applicable, made available through the platform subject to being uploaded within the prescribed time frames.

- 4.4. **Non-compliance** with any CPD requirement is an act or omission in respect of which council or the relevant professional board may take disciplinary action in terms of Section 29 of the Act and these Guidelines.

## 5. CONTINUING EDUCATION UNITS (CEUs)

- 5.1. **The system operates on a basis of trust.** CEUs are linked to a hierarchy of learning activities based on whether the outcome is measurable or not, or is a structured learning programme.
- 5.2. CPD will run over a two (2) year cycle with all practitioners required to accumulate forty (40) **CEUs per cycle, fifty percent (50%) of which shall be profession-specific.**
- 5.3. A practitioner, who registers for the first time shall commence with his / her CPD programme immediately. **CEUs will be calculated on a pro-rata basis for persons registering after the cycle has commenced, for the remainder of the cycle.**
- 5.4. A practitioner who accumulates more than the required total of CEUs in a cycle will be permitted to carry over a maximum of ten (10) CEUs to the next cycle.
- 5.5. **A practitioner shall be required to obtain a minimum of four (4) CEUs in AHPCSA-specific Bioethics and Jurisprudence per CPD cycle, by attending any CPD bioethics and jurisprudence lecture presented by an AHPCSA-approved lecturer, alternatively by successful completion of an AHPCSA-approved bioethics and jurisprudence course, available at [www.aromasa.org.za](http://www.aromasa.org.za), for which a minimum of 70% pass rate is required for this MCQ course to qualify for four (4) CEUs.**
- 5.6. **Ethics CEUs granted by any other statutory health council for mere attendance as part of any other CPD activity are not recognised by the AHPCSA for Level 2.B.2: BIOETHICS AND JURISPRUDENCE WORKSHOPS.**
- 5.7. Cross Recognition of CEUs. If a CPD activity has been approved for a specific profession by a specific CPD Committee or approved by another South African statutory health council, all AHPCSA practitioners may attend that activity for CPD purposes **if it is relevant to their specific Scope of Practice.** Practitioners will, therefore, not need to apply for the activity to be reaccredited by their own CPD Committee or by the Registrar in order to claim the CEUs accrued for



attending that activity. Only in the event that a practitioner is uncertain as to whether such activity falls into the relevant scope of practice, he/she is required to present information regarding that activity, prior to it taking place, for confirmation that it falls within the scope of practice of that practitioner, which confirmation will be given by the Registrar. In addition to the relevant CPD certificate issued by the Service Provider, the practitioner is required to present the following information: **name of the South African statutory health council approving the CPD activity; the South African statutory health council CPD registration reference; and nature and duration of the CPD activity. CEU allocation will be as per the AHPCSA Guidelines. Note: Any course specific to any allied health profession may NOT be approved by any other South African statutory health council, or by any other body delegated by another South African statutory health council. You are required to take care to ascertain that courses specific to allied health professions have been approved by the AHPCSA.**

**5.8.** Practitioners who are registered in more than one Allied Health profession shall be required to obtain **thirty (30) CEUs** per profession, **fifty percent (50%) of which shall be profession-specific**, with the minimum of **four (4) CEUs** for the **AHPCSA-approved Bioethics and Jurisprudence course forming part of the first profession thirty (30) CEUs requirement.**

**5.9.** Splitting of CEUs will not be allowed for practitioners registered for more than one profession who attend a CPD activity which is relevant to more than one of the registered professions. When attending a CPD activity which is relevant to more than one of the registered modalities, a practitioner must make a choice as to which modality the CEUs should accrue.

## **6. HIERARCHY OF LEARNING ACTIVITIES**

Learning activity/ies, **as per Annexure B** for all allied health professions, means activities by the AHPCSA for CPD purposes, comprising three levels:

### **6.1. LEVEL 1 - THOSE ENCOMPASSING NON-MEASURABLE OUTCOMES.**

These are activities that **do not have a clearly measurable outcome or no formal evaluation** process after the activity. These activities include, but are not limited to:

#### **Small groups**

- (a) Formally organised meetings by the professional societies;
- (b) Structured small group discussions, with a minimum of three (3) practitioners\*;
- (c) Case study discussions, with a minimum of three (3) practitioners\*;
- (d) Formally organised special purpose lectures that are not part of a business meeting; and

- (e) Interest groups meeting less than six times per year.

\*Such discussions may be conducted using any virtual meeting modus but shall be limited to a maximum of six (6) practitioners.

#### **Large groups**

- (a) Conferences;
- (b) Congresses;
- (c) Symposia;
- (d) Web-based seminars; and
- (e) International conferences.

#### **Other**

- (a) Membership of an association / society;
- (b) Serving on professional bodies; and
- (c) Community Service.

6.1.1 For informal meetings, each service provider will be required to keep a record of attendance with the following information: **The names of fellow attendees; a short summary of the subject matter of the activity; the number of CEUs for that activity; and the attendance date.**

6.1.2 For formal events, the facilitator will be required to issue an attendance certificate to each attendee with the following information: **The name of the organisation; the topic of the activity; the number of CEUs for that activity; the attendance date; the full name and AHPCSA registration number of the attendee; and signature of the organisation's representative.**

6.1.3 Should practitioners wish to **attend a professional or academic meeting or activity abroad**, such meeting or activity may be recognised for CPD purposes and application shall be made by the service provider in the designated manner for approval by the CPD Committee or approval must be sought by the practitioner from the CPD Committee **thirty (30) days in advance of the activity**; and in the event that such professional or academic meeting or activity abroad is approved for CPD purposes by any accreditation body abroad, documentary evidence of such accreditation shall form part of the practitioner application.

## **6.2 LEVEL 2 - THOSE ENCOMPASSING MEASURABLE OUTCOMES.**

These are activities such as **Courses, Workshops, Education and Training, Research and Publications.**

- These activities include those that have a **clearly measurable outcome** or formal evaluation process **after the activity**.
- Presenters/Co-presenters may only claim once for CEUs if the same presentation is given more than once.
- For practitioners involved in educational institutions, no more than 50% of the points may be related to employment-specific requirements.

### 6.3 LEVEL 3 - THOSE ASSOCIATED WITH FORMALLY STRUCTURED LEARNING PROGRAMMES

This is structured learning, namely a formal programme presented by an ETQA accredited, National Department of Higher Education registered and AHPCSA approved training institution, with a measurable outcome. Any other formally structured learning programme, such as may be offered by any foreign institution of higher education and training, may be considered by the CPD Committee and application for consideration may be made in the designated manner; the AHPCSA reserves the right to request the South African Qualifications Authority (SAQA) to provide an evaluation as to whether the foreign institution of higher education and training is lawful in the country of origin and, if not, to decline such application.

### 6.4 OTHER

Any matter not covered by any of the above may be considered by the CPD Committee and application for consideration may be made in the designated manner.

## 7. ACTIVITIES THAT DO NOT QUALIFY FOR CEUs

7.1 The following activities shall not qualify for CEUs:

- a) Time spent in planning, organising or facilitating any activity;
- b) Non-referenced letters to the editor of accredited journals;
- c) Written assignments;
- d) Compilation of student training manuals for internal use;
- e) Staff and/or administrative meetings;
- f) Tours and/or viewing of exhibits and technological demonstrations; and
- g) Meetings arranged by pharmaceutical companies and manufacturers or importers of products and technical devices (including assistive device technology) or their representatives purely for the purpose of marketing and/or promoting their products, shall not be eligible for CPD; and
- h) Courses / activities for personal advancement.

## 8. NON-COMPLIANCE

8.1 The CPD committee will, on receipt of a non-compliant audit (after the process as stipulated in paragraph 4 has been followed), request the Registrar to send the non-compliant practitioner a letter requesting reasons for the non-compliance: (a) The non-compliant practitioner shall be afforded 10 (ten) days from the date of the written request to submit reasons and/or an explanation as to why he/she is not compliant alternatively proof of compliance for the specific cycle; (b) In the event the non-compliant practitioner fails and/or refuses to submit reasons and/or an explanation for his/her non-compliance, or proof of compliance, after the lapse of the 10 (ten) days stipulated above, such conduct will be regarded as unprofessional and it is deemed that the practitioner admits guilt and accepts the consequences as a result of his/her non-compliance.

8.2 After the lapse of the 10 (ten)-day period as set out above, the relevant CPD committee will attend to the matter, and determine whether the practitioner is indeed non-compliant, or not and make the following decision:

- (a) That the practitioner is compliant; or
- (b) that the practitioner is non-compliant.

8.3 In the event that the practitioner is compliant, he/she will be informed accordingly.

8.4 in the event that the relevant CPD committee finds that the practitioner is non-compliant, the CPD committee may recommend to the AHPCSA Council any of the following sanctions, which may be applied collectively and/or individually:

- (a) Changing the category of registration to supervised practice until proof of compliance with the CPD requirements are submitted; and/or
- (b) successfully passing a competency assessment administered by an institution of higher education and training, alternatively administered by the relevant professional board; and/or
- (c) suspension from the register until submission of proof of compliance with the CPD requirements; and/or
- (d) registration in a category that will provide full supervision as considered appropriate; and/or
- (e) a remedial programme of continuing education and training as specified; and/or
- (f) an examination is determined; and/or
- (g) suspension from practice for a period of time; and/or
- (h) a fine; and/or
- (i) any other action as recommended to the AHPCSA Council by the CPD committee after the procedure has been followed as stipulated herein.

8.5 If the non-compliant practitioner, despite any of the above sanctions, remains non-compliant or fails/refuses to comply with the directive and/or sanction recommended by the CPD committee and imposed by the AHPCSA Council, the non-compliant practitioner's conduct shall be regarded as unprofessional and an inquiry shall be held as stipulated in section 23 of the Act, read together with Chapter 8, regulations 17-23, as amended.

## 9. DEFERMENT

9.1 A practitioner may apply for deferment of the requirements of the CPD programme and the CPD Committee will review such applications individually on an ad hoc basis. The application shall be accompanied by a substantive motivation from the practitioner with appropriate documentary evidence and application for deferment shall be made on an annual basis.

9.2 Deferment may be granted to a practitioner under the following circumstances:

- a) a practitioner, who is outside South Africa for a period of time exceeding twelve (12) months and is not practising his/her profession;
- b) a practitioner, who is outside South Africa and practising in a country where formal continuing professional development does not take place, save if no AHPCSA CPD online activity-platform for the relevant profession is available; or
- c) a practitioner who is registered for an additional qualification, but is of the view that he/she will not meet the outcome within two years and thus will not be able to claim CEUs.

9.3 Deferment may be granted for a period of one (1) year, but may be extended on application on an annual basis.

9.4 Any practitioner mentioned in the above paragraphs wishing to re-enter the system after deferment will be subject to the following conditions:

- a) If deferment was granted for more than twelve (12) months but less than two years, proof of full employment in the profession during that time shall be submitted and the practitioner shall, on review by the CPD Committee, be allowed to recommence the CPD year immediately;
- b) If deferment was granted for more than two (2) years, but less than three (3) years, the practitioner shall submit proof of his/her employment during that time and the practitioner shall, on the recommendation of the CPD Committee, be required to complete a period of supervised practice/competence assessment as determined by the CPD Committee in his/her area of practice, and will recommence the CPD year immediately;
- c) If deferment was granted for longer than twelve (12) months and the practitioner did not practice his/her profession during the deferment period, he/she will be required to complete a period of supervised practice/competence assessment as determined by the CPD Committee in his/her area of practice; or

- d) If deferment was granted because the practitioner was engaged in formal education and training for an additional qualification, CEUs will not be allocated for obtaining the said additional qualification. Proof of the additional qualification shall be supplied to the CPD Committee and the practitioner will recommence the CPD year immediately.

## **10. PRACTITIONERS ABROAD**

10.1 AHPCSA-registered practitioners who are practising abroad in countries where a CPD system is in place shall comply with the requirements in that country and if an online activity-platform for CPD in the relevant profession is available, shall ensure that he/she is fully compliant with the required South African CPD requirements.

10.2 Such practitioners shall retain documentary proof of attendance of CPD activities for submission in the event of being drawn in the compliance verification.

## **11. REGISTRATION OF HOLDERS OF FOREIGN QUALIFICATIONS OR PERSONS APPLYING FOR RESTORATION TO ANY REGISTER AFTER PRACTISING ABROAD**

In the event that any person who has been practising an allied health profession abroad applies for registration or restoration to any register and meets all requirements for registration or restoration to any register, shall, in addition, submit documentary proof of CPD compliance as may be required in that country. This may be in the form of a letter from the accrediting authority in the country concerned.

## **12. COMPLAINTS**

Problems encountered, or complaints regarding the handling of CPD activities, quality of the lectures, attendance control, issuing of certificates, commercial aims, etc., should be submitted to the offices of the AHPCSA Registrar either electronically to [cpd@ahpcsa.co.za](mailto:cpd@ahpcsa.co.za) or online on the AHPCSA CPD Administration system platform or in hard copy hand delivered to Castelli, Suite, Il Villaggio, 5 de Havilland Crescent South, Perseus Technopark, Pretoria, or posted to Private Bag X28, Lynnwood Ridge, 0040, for referral to the CPD Committee for consideration.

**INDIVIDUAL CPD ACTIVITY RECORD****Please complete and return to the AHPCSA**

This record is the only data collection required for individual practitioners, in the event that there is no AHPCSA CPD Administration online-platform available. In the event that there is no AHPCSA CPD Administration online-available, all CPD activities must be recorded manually by submitting a duly completed Individual CPD Activity Record to accurately reflect your CPD activities (Annexure A, immediately following). You are not required, at this stage to submit the relevant certificates, but you are required to keep these on record in the event that they are requested separately, if so required, for validation.

In the event that an AHPCSA CPD Administration online-platform system is available, all CPD activities must be recorded as stipulated in the AHPCSA's CPD Guidelines and this Individual CPD Activity Record must also be duly completed and accurately reflect your CPD activities. As in the previous case, you are not required, at this stage to submit the relevant certificates, but you are required to keep these on record in the event that they are requested separately, if so required, for validation.

**ANNEXURE A** (available at: <https://ahpcsa.co.za/continuing-professional-development-cpd/>)

<b>Registration No. with AHPCSA:</b>	
<b>Surname:</b>	
<b>First Names:</b>	
<b>Identity Number:</b>	
<b>Date of the Audit:</b>	<b>Registered Profession/s:</b>

Please indicate the category in which you are currently working:

Public Service ☐

Training institution ☐

Private Practice ☐

Research Education ☐

Other ..... (please indicate)

**CEUs accrued**

Name of provider	Description of Activity	Date	Lev 1	Lev 2	Lev 3	Total
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CPD GUIDELINES: 2022 TO 2023

15

Grand total						

In the event that an AHPCSA CPD Administration online platform system is available, I hereby confirm that I have uploaded the required CPD activity data on the \_\_\_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_\_ (year).

I fully agree and understand that it is my duty and obligation to ensure that I am CPD compliant and that all my CPD activities are correctly uploaded onto the AHPCSA CPD Administration online platform system.

**I, the undersigned, certify that the information contained in this Individual Activity Record is correct in all respects.**

\_\_\_\_\_

**NAME:** \_\_\_\_\_

**AHPCSA REGISTRATION NUMBER:** \_\_\_\_\_

**PROFESSION:** \_\_\_\_\_



## ANNEXURE B

**LEARNING ACTIVITIES FOR THE PROFESSIONAL BOARD FOR AYURVEDA, CHINESE MEDICINE AND ACUPUNCTURE AND UNANI-TIBB (PBACMU); THE PROFESSIONAL BOARD: CHIROPRACTIC AND OSTEOPATHY (PBCO); THE PROFESSIONAL BOARD HOMEOPATHY, NATUROPATHY AND PHYTOTHERAPY (PBHNP); AND THE PROFESSIONAL BOARD THERAPEUTIC AROMATHERAPY, THERAPEUTIC REFLEXOLOGY AND THERAPEUTIC MASSAGE THERAPY (PBARM)**

LEVEL 1		CEUS	
ACTIVITIES (NO MEASURABLE OUTCOMES)		Value per Unit	Maximum per cycle
A	MEETINGS AND GROUP DISCUSSIONS / OTHER		
1	Structured small group discussion	2	10
2	Case study discussion	2	10
3	Formally organized special purpose lecture(s), including online lecture(s) with no measurable outcome	1 per hour	20
4	Special interest group meeting	1 per hour	20
5	Lecturers / presenters of CPD activities A.1 to A.4 above	2 per hour	20
6	Attendance of a National AGM of a professional Association / Society	2	4
7	Attendance of a Branch and / or Area AGM of a professional association / society	2	4
8	Attendance of AHPCSA Board or Council meeting as representative	2	4
9	Profession-specific AHPCSA-student research participation	1	2
10	Observation by a student of any practitioner in practice in the same profession, for purposes of internship, duly completed as per relevant template available at <a href="http://www.ahpcsa.co.za">www.ahpcsa.co.za</a> > Continuing Professional Development	0.5 (½) per hour	10
11	Mentoring, after completion of AHPCSA-approved education and training; application to be made to <a href="mailto:registrar@ahpcsa.co.za">registrar@ahpcsa.co.za</a> for consideration by the relevant professional board	0.5 (½) per hour	10
12	Member of AHPCSA Inquiring Body	5 per inquiry	20
13	Internship Portfolio management by National or Regional Co-Ordinators for Chiropractic or Homeopathy	1 per portfolio	15

14	Updating of practitioner personal details for AHPCSA-database purposes	1	2
<b>B</b>	<b>CONFERENCE / CONGRESS / SEMINAR</b>		
1	Presenter and / or Author of a paper/poster	5	10
2	Co-presenter/co-author of a paper/poster	2	4
3	Attendance	1 per hour	16
<b>C</b>	<b>MEMBERSHIP OF PROFESSIONAL BODIES</b>		
1	Professional Society/ Association member	1	2
<b>D</b>	<b>SERVING ON PROFESSIONAL BODIES</b>		
1	AHPCSA		
1.1	Professional Board or Council member	6 per year	12
2	<b>ASSOCIATION / SOCIETY</b>		
2.1	National Executive committee member (office bearer)	6 per year	12
2.2	National Executive committee (non-office bearer and or general committee member)	4 per year	8
2.3	Branch and/ or Area Executive committee member (office bearer)	4 per year	8
2.4	Branch and / or Area Executive committee member (non-office bearer)	2 per year	4
2.5	Council on Higher Education (CHE) reviewer of allied health qualifications	2 per qualification	4
<b>LEVEL 2</b>		<b>CEUS</b>	
<b>ACTIVITIES (MEASURABLE OUTCOMES)</b>		<b>Value per unit</b>	<b>Maximum per cycle</b>
<b>A</b>	<b>COURSES AND WORKSHOPS</b>		
1	Presenter/s	4 per hour	30
2	Co-presenter/s	2 per hour	30
3	½ Day course attendance	1 per hour	20
4	One-day course attendance	1 per hour	15
5	Two-day course attendance	1 per hour	30
6*	BLS (American Heart Association (AHA)-accredited), Emergency First Aid or Level 1 (Department of Labour accredited) or the UJ Emergency Care for Health Professionals course	4	4

7*	Diagnostic Professions only: First Aid Level 2 by a Department of Labour accredited service provider	6	6
8*	Diagnostic Professions only: First Aid Level 3 by a Department of Labour accredited service provider	8	8
* <b>Regardless of any higher number of CEUS granted by any provider of such education and training only the CEUs per unit and the maximum CEUs per cycle will be accepted for CPD purposes.</b>			
<b>B</b>	<b>BIOETHICS AND JURISPRUDENCE / COMMUNITY SERVICE</b>  A practitioner shall be required to obtain a minimum of four (4) CEUs in AHPCSA-specific Bioethics and Jurisprudence per CPD cycle, by attending any CPD bioethics and jurisprudence lecture presented by an AHPCSA-approved lecturer, alternatively by successful completion of an AHPCSA-approved bioethics and jurisprudence course, available at <a href="http://www.aromasa.org.za">www.aromasa.org.za</a> , for which a minimum of 70% pass rate is required for this MCQ course to qualify for four (4) CEUs.  <u>Ethics CEUS granted by any other statutory health council for mere attendance as part of any other CPD activity are not recognised by the AHPCSA for Level 2.B: BIOETHICS AND JURISPRUDENCE.</u>		
1	AHPCSA-approved bioethics and jurisprudence course, either through the AromaSA course or lecture by an AHPCSA-approved lecturer in bioethics and jurisprudence.	per course	4
2	Bioethics and jurisprudence: <u>Other relevant courses.</u>	1 per hour	4
3	Community Service (General)	On application	
4	Covid19 Pandemic Support: Assistance in the roles of administration, patient screening, information sharing and marshalling to ensure social distancing under the auspices of AHPCSA-approved organisation.	1.5 per hour	20
<b>C</b>	<b>MULTIPLE-CHOICE QUESTIONNAIRES (MCQs) / ONLINE TRAINING</b>		
1	<u>Professional</u> (peer-reviewed periodical publications devoted to disseminating original research and new developments within specific disciplines, sub-disciplines or field of study) <u>journal-subscriptions and electronic/online journals and other online activities</u> with Multiple Choice Questionnaires (MCQs) or other measurable outcome; practitioners are required to obtain a pass rate of 70%: <b>As decided by the professional board,</b>		20

	minimum 3 if accredited journals		
2	Professional association or other newsletters encompassing measurable outcomes		On application
D	ELECTRONIC OR PRINT PUBLICATIONS: PROFESSIONAL JOURNALS AND PROFESSIONAL ASSOCIATION OR OTHER NEWSLETTERS		
Formal publication/professional journal (peer-reviewed periodical publications devoted to disseminating original research and new developments within specific disciplines, sub-disciplines or field of study)			
1	Principal author	10	30
2	Co-author	5	20
3	Proof-reader and /or Reviewer	5	20
4	Research	On application	
Professional Association or other newsletters			
5	Principal author, co-author, proof-reader and/or reviewer	On application	
Book			
1	Principal author of a peer-reviewed publication	10	30
2	Co-author of a peer-reviewed publication	5	20
3	Proof reader/reviewer of a peer-reviewed publication	5	20
4	Principal author of a chapter in a book	10	20
5	Co-author of a chapter in a book	5	10
6	Proof reader / reviewer of a chapter in a book	5	10
E	EDUCATION/TRAINING INSTITUTIONS		
1	Lecturer/coordinator of relevant study modules at accredited institutions	15	30
2	Guest/occasional lecturer/moderator at an accredited institution	1 per hour	30
3	Health personnel who supervise undergraduates/postgraduates in clinical/technical training in collaboration with an accredited training institution on a regular basis during the academic year	1 per hour	30
4	Part time external supervision of profession-specific Master or Doctoral thesis for purposes of completion of qualification by a student or for external evaluation after formal submission to the institution of higher education and training by the student	5 per thesis	30
LEVEL 3		CEUS	
FORMAL LEARNING ACTIVITIES		Value per unit	Maximum per cycle
1	Postgraduate degrees and diplomas that are approved in advance of	On prior application either for deferment or recognition of the qualification for CEUS;	

	<u>commencing the qualification</u> as additional qualifications recognised by the AHPCSA.	final decision resorts with the professional boards. If deferment is granted CEUs will not be allocated for obtaining the additional qualification (see paragraph 9(d) above)
2	Advanced Certificates / short courses that are approved <u>in advance of commencing the qualification</u> as additional qualifications recognised by the AHPCSA.	On prior application either for deferment or recognition of the qualification for CEUs; final decision resorts with the professional boards. If deferment is granted CEUs will not be allocated for obtaining the additional qualification (see paragraph 9(d) above)
3	Single modules of Master's degrees with part-time enrolment for study for non-degree purposes that are approved <u>in advance of commencing the qualification</u> as additional modules recognised by the AHPCSA.	On prior application either for deferment or recognition of the qualification for CEUs; final decision resorts with the professional boards. If deferment is granted CEUs will not be allocated for obtaining the additional qualification (see paragraph 9(d) above)