



# Continuing Practitioner Education (CPE) Points Table

ITEM	DESCRIPTION	EVIDENCE REQUIRED	POINTS
<b>Accredited Post Graduate Study</b>	In natural therapies, at a tertiary level via an RTO (Recognised Training Authority)	<b>Certified</b> graduation certificate and academic transcript	<b>20</b>
<b>CMA Board Member</b>	Appointed Board Members are allocated 20 CPE points per year	N/A	<b>20</b>
<b>Authored Publication</b>	Author or co-author of a peer publication considered relevant to CAM	Mailed copy of publication or photo of cover & ISBN details/evidence of date of publish	<b>10 - 20</b>
<b>Short Course Study</b>	In natural therapies or recognised CAM area	Statement of attainment or completion	<b>5 – 15</b>
<b>Presentation of CMA Webinar</b>	Presentation of webinar for CMA Members	N/A	<b>5</b>
<b>Published Article</b>	An article in a peer reviewed publication	Copy of article and evidence of publication, including name and date	<b>3 - 5</b>
<b>Purchase of Education Material</b>	Purchase of hard copy publications, e-books, educational texts/manuals, relating to CAM	Purchase receipt showing item, name & date	<b>4 per item</b>
<b>Paid Subscriptions</b>	Paid subscriptions to online journals, magazines and other publications relevant to CAM	Purchase receipt or confirmation of subscription, including name & date	<b>3 per sub</b>
<b>Free Subscriptions</b>	Free subscriptions to online journals or newsletters relating to CAM	Subscription confirmation or email evidence of item, including name & date	<b>2 per sub</b>
<b>Use of Research Articles &amp; Studies</b>	Reading online articles, research, reports, studies etc. not purchased or subscribed to, but sourced for further education purposes	Copy of article/screenshot showing title, author, date of publication	<b>2 per article</b>
<b>Seminar or Webinar Presenter</b>	Relevant to CAM at an event or online, attended by health professionals and/or students thereof	Marketing material identifying speaker, topic, date, duration	<b>2 per hour (max of 10)</b>
<b>Nutrition Equivalency Assessment (Part B)</b>	Completion of CMA nutrition assessment assignment	Automatically allocated	<b>2</b>
<b>Event Attendance (incl. online)</b>	Seminars, Webinars, Workshops, Conferences, Expos, Symposiums, within a relevant area of CAM	Attendance/participation document including topic, name, duration, and date	<b>1 per hour (max of 10)</b>
<b>Student Hosting</b>	Supervising a current student for the purpose of course clinical hours.	Log outlining student name, dates, duration, and brief description of topic/activity, co-signed by student	<b>1 per day (max of 10)</b>
<b>Mentoring – Receipt or Providing of</b>	Provide mentoring services to a practitioner or relevant work colleague. Receiving mentoring support from duly qualified practitioner	Co-signed log outlining provider & recipient, dates, duration and topic/s covered	<b>1 per hour (max of 10)</b>
<b>Business Development</b>	Undertaking/participating in workshops, webinars or short courses relating to operating a business	Attendance/completion document including topic, name, duration, and date	<b>1 per hour (max of 5)</b>
<b>Product Development</b>	Research/collaboration/production, of a natural therapies (related) resource or product	Co-signed log or record by you & company or other person/s, outlining topic of research, tasks undertaken, dates & duration	<b>1 per 4 hours</b>
<b>Podcasts</b>	Listening to podcasts relevant to CAM	Evidence podcast has been listened, also showing title, date, speaker, and duration	<b>1 per hour (max of 10)</b>
<b>CMA Online Items</b>	Article review or viewing of webinar recording	Completion of multiple-choice quiz	<b>0.5 – 2</b>



## Continuing Practitioner Education (CPE) Points

Professional education is a matter of extreme importance. Where applicable, private health insurance companies will **only** register and process patient claims for fully qualified practitioners with current first aid, professional indemnity insurance, working with children or blue card check, and with proof of (20) Continuing Practitioner Education (CPE) points.

The CMA's CPE policy is designed to make it easy for all practitioners to achieve 20 points per membership period, regardless of geographical location or time constraints. Above is a table outlining various methods of acquiring CPE points.

When you complete/obtain an item that earns you CPE points it is a **member's responsibility** to forward appropriate evidence to the CMA for recording.

### **PLEASE NOTE:**

New full members who have graduated within the prior 12 months, are automatically awarded 20 CPE points for their first membership period.

Members are encouraged to submit the required evidence of each completed activity to the Federal Administration Office throughout the year, as they are completed. This alleviates the possibility of misplacing items and allows for easier tracking.

Members can contact the administration office at any time to track their points throughout the year.

Items may be emailed or posted to the administration office.

All items to be claimed as CPE must be relevant to Complementary & Alternative Medicines (CAM). Education and resources must be such that they assist in your capacity in practicing and running a business as a natural therapies practitioner. CPE points related to running a business must not exceed 5 points per year. Items such as (for example) personal development are not eligible.

Your points will be added to your electronic records as they are received, and an email will be forwarded with the new tally. It is a Member's responsibility to track and ensure that the annual total is not less than 20.

If you hold less than 20 points at the time of annual membership renewal, additional items **MUST BE** received before 31<sup>st</sup> March to be included.

All CPE items must show at minimum: your name, a date & duration, (if applicable.) evidence of payment, acquisition, or completion. **If these details are not evident, or not provided, points cannot be allocated.**

All items must be dated within the current membership period (April 1<sup>st</sup> – March 31<sup>st</sup>).

Accrued points in excess of 20 in any membership period will be automatically carried over into the following period. Up to a **maximum of 10** (only).