

### CPE - RECORDS

DATE	ACTIVITY	POINTS	EVIDENCE HELD
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## Continuing Professional Education

### Record for the Year 2019

You can use this CPE Journal to keep track of your CPE activities.

- Please upload the CPE Journal into your online Member Profile at the end of the year when renewing your membership.
- Please also upload substantiating evidence (such as Certificates of Attendance) into your Member Profile / ‘Manage CPE’ section - this can be done anytime throughout the membership year, the end of the year the latest.
- At the end of the year when you feel you have satisfied your CPE requirements pls click ‘Submit CPD for Review’ so that we can review your CPE activities.

To access your **ONLINE MEMBER PROFILE** go to the Members Area on [www.aik.org.au](http://www.aik.org.au) and **LOGIN** with your **USER NAME & PASSWORD**.  
To manage your CPE requirements click on **‘MANAGE CPE’**.

Full Name: .....

Membership Number: .....

To fulfil the CPE requirements of your membership level, you are required to provide the following CPE points per year (1 January to 31 December)

- Standard Level: 5 CPE points**
- Registered Level: 10 CPE points**
- Registered Professional and Levels above: 20 CPE points**

“Strengthening Kinesiology through Innovation & Vision”

## Continuing Professional Education

Continuing Professional Education has become a necessary part of a professional's life. The purpose of CPE is to ensure Professional Practitioners regularly update their clinical skills and professional knowledge. It is a commitment to updating and furthering one's education.

### Principles of the AIK Ltd CPE Policy

The Continuing Professional Education of each member needs to be relevant to his or her clinical practice. It is at their discretion, using the guidelines below:

- **It applies to all seminars/workshops/courses/training associated in managing a small business, eg bookkeeping, social media marketing, networking seminars (relevant to clinical practice).**
- **It applies to seminars, workshops and conferences that encompass broad based topics (relevant to clinical practice) as well as kinesiology courses and updates required by the different modalities.**
- **CPE is mandatory for Practitioner Members (Standard members and membership levels above).**
- **Practitioner members joining mid-year (July onwards) are only required to start collecting CPE Points in their first full year of membership (January to December period).**
  - ✓ Generally one hour of activity (refer to table on right) equates with 1 CPE point.
  - ✓ Members can carry over excess points - up to 50% of their annual CPE point requirements - from one year to the next year. (Standard members: 2.5 pts, Registered members: 5 pts, Reg. Prof. members: 10 pts. Same minimum and maximum point principles apply, activity must not have been included in previous year's CPE records)
- **Online courses for CPE purposes**
  - ✓ Generally one hour of online education equates with 1 CPE point – **max points are applicable!**
  - ✓ Must be related to your clinical practice. Please check with the AIK Ltd before undertaking any training to ensure recognition for this training so you are not disappointed if CPE not approved.
- **Maximum allowable CPE points p.a.**
  - ✓ National Executive **Committee** works as office bearers or subcommittee members – max 30 pts
  - ✓ AIK Ltd Conference Committee works when attending a min of 80% of Conference Committee meetings – max 10 points p.a.
  - ✓ AIK Ltd Conference / international Kinesiology Conference – max. 10 points p.a.
  - ✓ Attending **AIK Ltd approved** presentations - 2 points per meeting
  - ✓ Undertaking CPE courses (non-kinesiology courses) relating to clinical practice – max 15 points p.a.
  - ✓ Undertaking Higher Ed. Training courses – max 10 points
  - ✓ Practice hours with an AIK Ltd approved qualified Kinesiology instructor – max 10 pts (1/2 pt per hr)
  - ✓ Volunteer work in complimentary therapy (community based agency / project) – max 15 points
- **For Instructors**
  - ✓ 2 CPE points equals a 1-day face-to-face delivery of an AIK Ltd approved course with maximum allowable points of 30 per year. Eg. 5 days of teaching equals 10 CPE points.
- **Record Keeping**
  - ✓ Each member is responsible for recording his or her CPE, the AIK Ltd Practice and Clinical Log Book can be used.
  - ✓ The CPE Record is to be kept safely and be readily available upon request.
  - ✓ Evidence or Proof of Activity must be reasonably self-evident, eg. Certificate of Attendance / Competency, receipts, signed Log Book. **From time to time you might be asked to demonstrate how it relates to your clinical practice.**
  - ✓ Members will need to sign that they have completed CPE when they renew their membership each year & forward a copy of their CPE records (log book), showing total CPE points obtained and meeting the requirements of their membership level.

### The following activities qualify for CPE points:

Activity	Points	Evidence
AIK Ltd Conference 1 or 2 days International Kinesiology Conference	5 points per day Int'l: max 10 pts	Signed Certificate of Attendance
AIK Ltd National Annual General Meeting	10 points	Signed Certificate of Attendance
Attending AIK Ltd approved presentation eg. Innovate and Inspire	2 points per meeting	Signed certificate of attendance
National Executive committee work as office bearers or subcommittee members	1 point per hour / max 30 points p.a.	Signed attendance in Practice / Clinical Log Book by Committee member or Signed Certificate of Attendance
AIK Ltd Conference Committee works when attending min of 80% of Conference Committee meetings	Max 10 points	Signed Certificate of Attendance
Undertaking Higher Ed. Training (eg University based degrees...) – face to face / online delivered course.	Max 10 points	Signed Certificate of Attendance / Competency, Academic Record
Face-to-face or online delivered training courses, other courses, seminars related to clinical practice (other than AIK Ltd CPE courses – <b>non-kinesiology courses</b> - such as business courses, nutritional seminars or adjunct training such as craniosacral courses). Please check with the AIK Ltd to ensure recognition for this training so you are not disappointed if CPE not approved.	1 point per hour / max 15 points p.a.	Signed Certificate of Attendance / Competency / Assessment. Must be able to demonstrate how it relates to clinical practice, if required.
AIK Ltd accredited CPE courses – face-to-face delivery. ( <b>Kinesiology related courses</b> . Please check with the AIK Ltd before undertaking any training to ensure recognition for this training so you are not disappointed if CPE not approved)	1 point per hour of attendance	Signed Certificate of Attendance
AIK Ltd approved research project / adjunct kinesiology research project	10 points max p.a.	The research participants need to contact and seek approval for CPE recognition
Practice hours with AIK Ltd approved Qualified Kinesiology Instructor / Qualified Kinesiology Instructors providing training to students	½ pt per hour / max 10 pts p.a.	Practice and Clinical Log signed by Instructor
Author of approved article for "The Indicator" or "ENews" or other peer reviewed Journal. This could include a book/DVD/course review	5 pts per page / max 10 pts p.a.	Copy of article
Author or joint author of published book relating to kinesiology	20 points	Copy of book
Presentation at seminar or AIK Ltd Conference	15 points	Proof of presentation
Volunteer work in complementary therapies for a community based agency / project	1 point per hour / max 15 points p.a.	Written evidence of participation or signed Practice and Clinical Log Book
Teaching AIK Ltd accredited courses	30 points max p.a.	Proof of classes taught
Paid subscription to a journal related to clinical practice or business management of the clinic	5 points per subscription	Proof of subscription eg. Receipt with a maximum of 10 points p.a.
Provide <b>First Aid HLTAID003</b> (to be current, valid for 3 years) Provide <b>CPR HLTAID001</b> (valid for 1 year, mandatory renewal every 3 years)	<b>MANDATORY NO CPE POINTS</b>	Proof of attainment