



# Australian Institute of Kinesiologists Ltd

Industry Body Representative for Kinesiology

## Continuing Professional Education Policy



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## BACKGROUND

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.

## REQUIREMENT

Participation in the CPE program is mandatory for the following membership levels:

- **Standard Level**
- **Registered Level**
- **Registered Professional and Levels above (practicing member)**

Members with 'Associate' & 'Student' membership level are exempt from the requirement.

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**

Members can carry over excess points - up to 50% of their annual CPE point requirements - from one year to the next year. Same minimum and maximum point principles apply, the activity must not have been included in previous year's CPE records.

- Standard members: 2.5 CPE points
- Registered members: 5 CPE points
- Registered Professional and levels above: 10 CPE points

New Practitioner members joining on or after 1<sup>st</sup> July in any given year are only required to partake in CPE the following year, starting January. Details about CPE activities and substantiating proof have to be submitted at the end of the first full membership year, December the latest (when renewing your membership).



## RECORD KEEPING

Each member is responsible for recording his or her CPE.

The CPE record and substantiating proof is to be kept safely and be readily available upon request for up to 7 years.

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.

CPE records can be updated and maintained online in the CPE Section, via the Member Self Service Portal. CPE records can be updated anytime throughout the year.

### To access the online CPE Section go to:

- 1) [http://www.aik.org.au/members\\_only\\_area.html](http://www.aik.org.au/members_only_area.html)
- 2) Click on the 'AIK Ltd Members Only Area' Button
- 3) Input your Username and Password and select 'Login'
- 4) Select 'Manage CPE' from the Menu
- 5) In the 'My CPE' section select the purple '+ Add a Claim' button at the top right corner
- 6) Input details about your CPE activity and upload evidence
- 7) Select 'Save'
- 8) Please note that members are not able to alter records once saved. Please contact the Registrar [registrar@aik.org.au](mailto:registrar@aik.org.au) if updates to an existing record are required.

Members will need to demonstrate that they have completed CPE when renewing their membership each year. The Registrar will check the online CPE records to ensure that the CPE requirement of their membership level has been met.



## PRINCIPLES

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.**
  - ✓ Generally one hour of activity (refer to table below) equates with 1 CPE point.
- **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 points p.a.
  - ✓ 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 p.a.
  - ✓ Practice hours with an AIK Ltd approved qualified Kinesiology instructor – max 10 pts (1/2 pt per hr)
  - ✓ Participation in Practitioner Support Program – max 5 points p.a.
  - ✓ Case Study Submissions – max 10 points p.a.
  - ✓ Volunteer work in complimentary therapy (community based agency / project) – max 15 points p.a.
- **Practitioner Support Program**
  - ✓ Mentees and Mentors can claim 1 CPE point per hour (capped at 5 points per year).
  - ✓ Peer Support Participants can claim 1 CPE point per session / meeting, regardless of the duration of the session / meeting (capped at 5 points per year).
- **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.



## ACTIVITIES THAT 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 pts 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 pts 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
Practitioner Support Program: Receiving or providing Mentoring (AIK Ltd recognized Mentors only)	1 point per hour / max 5 pts p.a.	Signed Mentors Declaration
Practitioner Support Program: Participation in Peer Support	1 point per SESSION / max 5 pts p.a.	Signed Peer Support Declaration Form
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
Submission of Kinesiology Case Study	5 pts each / max 10 pts p.a.	Copy of Case Study
Publication of Kinesiology Case Study in "The Indicator"	2 pts per case study	Copy of Indicator
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 article / 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 pts 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

