

THE ALLIED HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA



CONTINUING PROFESSIONAL DEVELOPMENT

**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**

DEFINITIONS

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

“Act” means the Allied Health Professions Act, 63 of 1982 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” 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) which are responsible for approving CPD courses or activities for their respective professions;

“compliance check” is the monitoring of individual practitioners which shall take place at least once a year 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 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 AHPCSA Act No. 63 of 1982, Regulations, Rules and the application of the principles of law to health and medicine¹;

“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;

“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;

“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**;

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

¹ <http://medical-dictionary.thefreedictionary.com/jurisprudence>

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:
- a. 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
 - b. Secondly, certain education and training acquired by students in healthcare professions may subsequently become outdated 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.
- 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 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.
- 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 to their respective practitioners 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 Every 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:
 - a. The full names of the practitioner and the AHPCSA registration number;
 - b. The name of the CPD Service Provider;
 - c. The Service Provider's CPD Activity number;
 - d. The topic of the activity;
 - e. The level of the activity;
 - f. The number of CEUs for that activity; and
 - g. The attendance/completion date.
- 3.2 This record must be regularly updated and kept current with every learning activity attended or completed 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 year on a randomly selected sample of practitioners.
- 4.3 When an individual practitioner is **selected for compliance verification**, he/she is obliged to forward the Individual Activity Record 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. 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 mail to The Registrar, AHPCSA, Private Bag X4, Queenswood, 0121;
- b. By hand delivery to the Registrar, AHPCSA, 6 Castelli, Il Villagio, 5 de Havilland Crescent South, Persekor Park, Pretoria, or
- c. Electronic copies: Send to the AHPCSA CPD email address: cpd@ahpcsa.co.za;

4.4 Practitioners **who do not comply** with the directive to submit their portfolios will automatically be included in the next audit call; disciplinary action as may be decided by the CPD Committee may be taken.

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 **40 CEUs per cycle**.

5.3 In order to facilitate the implementation of the CPD programme all practitioners currently registered with the AHPCSA will be given a **starting balance of 20 CEUs**.

5.4 A practitioner, who registers for the first time after 1 July of a particular year, will commence with his / her CPD programme immediately. CEU points will be calculated on a pro-rata basis for the remainder of that year.

5.5 A practitioner who accumulates more than 40 CEUs in a cycle will be permitted to carry over a **maximum of 10 CEUs** to the next cycle.

5.6 A practitioner shall be required to obtain a minimum of two (2) CEUs in AHPCSA specific Jurisprudence per CPD cycle, while the balance of CEUs may be acquired at a single level or across all levels.

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 statutory health council, all AHPCSA practitioners may attend that activity **if it is relevant to their specific Scope of Practice**. Practitioners will, therefore, not need to apply for the activity to be re-accredited by their own CPD Committee in order to claim the CEUs accrued for attending that activity, but are 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.

- **CEU allocation will be as per AHPCSA Guidelines**

5.8 Practitioners who are registered in more than one (1) allied health profession will be required to obtain **30 CEUs** per profession with a minimum of two (2) CEUs for AHPCSA specific Jurisprudence per CPD cycle.

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 does she wish to accrue the CEUs.

5.10 CEUs cannot be claimed from activities attended engaged in prior to the formal commencement date of CPD.

6. HIERARCHY OF LEARNING ACTIVITIES

Learning activity/ies, as per Annexure B for all allied health professions, (except for Chiropractic and Osteopathy, in which case see Annexure C), means activities approved 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

- (i) Formally organised meetings by the professional societies;
- (ii) Structured small group discussions, with a minimum of three (3) practitioners;
- (iii) Case study discussions, with a minimum of three (3) practitioners;
- (iv) Formally organised special purpose teaching;
- (v) Formally organised special purpose lectures that are not part of a business meeting;
- (vi) Interest groups meeting less than six times per year.

Large groups

- (i) Conferences;
- (ii) Congresses;
- (iii) Symposia;
- (iv) Web-based seminars;
- (v) International conferences.

Other

- (i) Membership of an association / society;
- (ii) Serving on professional bodies;

6.1.1 For informal meetings, each attendee will be required to keep a record of attendance with the following information:

- (i) The names of fellow attendees;
- (ii) A short summary of the subject matter of the activity;
- (iii) The number of CEUs for that activity;
- (iv) 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:

- (i) The name of the organisation;
- (ii) The topic of the activity;
- (iii) The number of CEUs for that activity;
- (iv) The attendance date;
- (v) The full name and AHPCSA registration number of the attendee;
- (vi) 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; 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.**

- 6.2.1 These activities include those that **have a clearly measurable outcome or formal evaluation process** after the activity.
- 6.2.2 Presenters/Co-presenters may only claim once for CEUs if the same presentation is given more than once;
- 6.2.3 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 CHE-accredited, National Department of Higher Education registered- and AHPCSA-approved training institution, with a measurable outcome.

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;
 - 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.

8. NON COMPLIANCE

- 8.1 The relevant CPD Committee will investigate the reasons for non-compliance by any practitioner, after which such non-compliant practitioner's record will be subject to review and for a decision as to appropriate action.
- 8.2 The following actions may be taken:
 - a. A letter shall be sent to the non-compliant practitioner requesting a reason for the non-compliance. A practitioner shall be required to furnish the CPD Committee with a letter of explanation within twenty-one (21) days of receipt of the letter;

- b. Should the explanation be acceptable, the practitioner will be given six (6) months to comply with CPD. Evidence of such compliance must be received by the CPD Committee within two weeks of the end of the six-month period;
- c. Should the practitioner not comply with the requirement, his/her name will be forwarded to the Chairperson of the CPD Committee. The Chairperson may decide on the basis of evidence to grant a final additional six-month period to comply with the CPD requirements.

- 8.3 Should the practitioner still not comply with the CPD requirements within the second six month period, one of the following actions will be taken:
- a. Registration in a category that will provide for supervision as considered appropriate by the relevant CPD Committee;
 - b. A remedial programme of continuing education and training as specified by the CPD Committee;
 - c. An examination as determined by the CPD Committee;
 - d. Suspension from practice for a period of time as determined by the CPD Committee; or
 - e. Any other action as recommended to the AHPCSA Council by any inquiring body after a disciplinary hearing and constituted as per Chapter 8 of Regulations No. R.2610 of 3 December 1982

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.
- 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; 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 maximum period of three (3) years, but will not be granted for a period of less than twelve (12) months.
- 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.
- 10.2 Such practitioners shall retain **documentary proof of attendance** at 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 or in hard copy **hand delivered to**, 6 Castelli, Il Villagio, 5 de Havilland Crescent South, Persequor Park, Pretoria, Or **posted to** Private Bag X4, Queenswood, 0121 for referral to the CPD Committee for consideration.

ANNEXURE A



INDIVIDUAL CPD ACTIVITY RECORD

Please complete and return to the AHPCSA

This record is the only data collection required for individual practitioners. It must be duly completed and accurately reflect your CPD activities. Please attach all relevant certificates.

Registration No. with AHPCSA :
Surname :
First Names :
ID Number :
Date of the Audit :

Please indicate the category in which you are currently working:

Public Service Training institution Private Practice

Research Education Other..... (please indicate)

Points accrued (please attach certificates)

Name of provider	Description of Activity	Date	Cat 1	Cat 2	Cat 3	Total
Grand total						

I, the undersigned, certify that the information contained in this Individual Activity Record and the attached certificates are correct in all respects.



LEARNING ACTIVITIES FOR:

THE PROFESSIONAL BOARD FOR AYURVEDA, CHINESE MEDICINE AND ACUPUNCTURE AND UNANI-TIBB (PBACMU); 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	Value per unit	Maximum per cycle

A	MEETINGS AND GROUP DISCUSSIONS		
1	Structured small group discussion	2	16
2	Case study discussion	2	16
3	Formally organized special purpose lecture	2	16
4	Special interest group meeting	2	16
5	Attendance of a National AGM of a professional Association / Society	2	4
6	Attendance of a Branch and / or Area AGM of a professional Association / Society	2	4
7	Attendance of AHPCSA Board or Council meeting as representative	2	4
8	Lecturers / presenters of Level 1 activities	4	8

B	CONFERENCE / CONGRESS / SEMINAR / ETC		
1	Presenter and / or Author of a paper/poster	10	20
2	Co-presenter/co-author of a paper/poster	5	10
3	One day Congress, attendance	4	8
4	Two day Congress, attendance	8	16

C	MEMBERSHIP OF PROFESSIONAL BODIES		
1	Professional Society/ Association member	1	2

D	SERVING ON PROFESSIONAL BODIES		
1	AHPCSA		
2	Professional Board or Council member	5	10
3	ASSOCIATION / SOCIETY		
4	National Executive committee member (office bearer)	5	10
5	National Executive committee (non office bearer and or general committee member)	2	4
6	Branch and/ or Area Executive committee member (office bearer)	3	6
7	Branch and / or Area Executive committee member (non office bearer)	2	4

LEVEL 2	CEUS	
ACTIVITIES	Value per unit	Maximum per cycle

A	COURSES AND WORKSHOPS		
1	Presenter/s	10	20
2	Co-presenter/s	5	10
3	½ Day course attendance	2	8
4	One day course attendance	4	16
5	Two day course attendance	8	32
6	First Aid Level 1 by a Department of Labour accredited service provider	4	4

B	BIOETHICS AND JURISPRUDENCE		
1	½ Day course attendance	2	8

2	One day course attendance	4	16
---	---------------------------	---	----

C	MULTIPLE CHOICE QUESTIONNAIRES (MCQ) / ONLINE TRAINING		
1	Journals, including professional journal subscriptions and electronic/online journals with Multiple Choice Questionnaires (MCQ) . Practitioners are required to obtain a pass rate of 70% per questionnaire	3	12
2	Online courses – with MCQs as a form of evaluation	3	12

D	ELECTRONIC OR PRINT PUBLICATIONS		
Magazine / newspaper/ website			
1	Principal author.	5	20
2	Co-author	3	12
3	Proof reader and /or reviewer	2	8
Formal publication/journal			
1	Principal author	5	20
2	Co-author	3	12
3	Proof reader and /or Reviewer	2	8
Book			
1	Principal author of a peer-reviewed publication	15	15
2	Co-author of a peer-reviewed publication	10	10
3	Proof reader / reviewer of a peer-reviewed publication	6	6
4	Principal author of a chapter in a book	8	8
5	Co-author of a chapter in a book	5	5
6	Proof reader / reviewer of a chapter in a book	2	2

E	EDUCATION/TRAINING INSTITUTIONS		
----------	--	--	--

1	Lecturer / coordinator of relevant study modalities at accredited institutions	10	20
2	Guest/occasional lecturer at an accredited institution	3	12
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	10	20
4	Part time or external examiner of Master and Doctoral thesis on completion	5	10
5	Single modules (completed) of Masters degrees with part-time enrolment for study for non degree purposes	5	20

LEVEL 3	CEUS
ACTIVITIES	Value per unit

A	FORMAL LEARNING	
1	Postgraduate degrees and diplomas that are approved as additional qualifications by the AHPCSA.	At the end of each year of study (not exceeding the normal duration of the degree), 20 CEUs may be claimed on submitting an academic report on progress. An additional 20 CEUs may be claimed on successful completion of the qualification
2	Advanced Certificates that are approved as additional qualifications by the AHPCSA.	At the end of the year of study (not exceeding the normal duration of the certificate), 20 CEUs may be claimed on successful completion of the qualification
1	Short course (3 – 6 month) with a minimum of 25 hours of direct contact time with additional clinical hands-on training, plus a formal assessment of the outcome.	15 CEUs may be claimed on proof of successful completion of the qualification with a maximum of 15 CEUs allowed per cycle.



LEARNING ACTIVITIES FOR THE PROFESSIONAL BOARD FOR CHIROPRACTIC AND OSTEOPATHY (PBCO)

LEVEL 1	CEUS	
ACTIVITIES	Value per unit	Maximum per cycle

A	MEETINGS AND GROUP DISCUSSIONS		
1	Structured small group discussion	1	10
2	Case study discussion	1	10
3	Formally organized special purpose lecture	1 per hour	20
4	Special interest group meeting	1 per hour	20
5	Attendance of a National AGM of a professional Association / Society	1	2
6	Attendance of a Branch and / or Area AGM of a professional Association / Society	1	4
7	Attendance of AHPCSA Board or Council meeting as representative	1	4
8	Lecturers / presenters of Level 1 activities	2	20

B	CONFERENCE / CONGRESS / SEMINAR / ETC		
1	Presenter and / or Author of a paper/poster	5	10
2	Co-presenter/co-author of a paper/poster	2	4
3	One day Congress attendance	1 per hour	16
4	Two day Congress attendance	1 per hour	32

C	MEMBERSHIP OF PROFESSIONAL BODIES		
1	Professional Society/ Association member	1	2

D	SERVING ON PROFESSIONAL BODIES		
1	AHPCSA		
2	Professional Board or Council member	6 per year	12
3	ASSOCIATION / SOCIETY		
4	National Executive committee member (office bearer)	6 per year	12
5	National Executive committee (non-office bearer and or general committee member)	4 per year	8
6	Branch and/ or Area Executive committee member (office bearer)	4 per year	8
7	Branch and / or Area Executive committee member (non-office bearer)	2 per year	4

LEVEL 2		CEUS	
ACTIVITIES		Value per unit	Maximum per cycle

A	COURSES AND WORKSHOPS		
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	First Aid Level 1 by a Department of Labour accredited service provider	3	6

B	BIOETHICS AND JURISPRUDENCE		
1	½ Day course attendance	1 per hour	20
2	One day course attendance	1 per hour	15

C	MULTIPLE CHOICE QUESTIONNAIRES (MCQ) / ONLINE TRAINING		
1	Multiple Choice Questionnaires (MCQ) in journals, including electronic journals, with a pass rate of 70% per questionnaire	3 per site if accredited journals	12

D ELECTRONIC OR PRINT PUBLICATIONS			
Formal publication/journal			
1	Principal author	10	30
2	Co-author	5	20
3	Proof reader and /or Reviewer	5	20
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	Guest/occasional lecturer at an accredited institution	1 per hour	30
2	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
3	Part time or external examiner of Master and Doctoral thesis on completion	5 per dissertation	30

LEVEL 3	CEUS
ACTIVITIES	Value per unit

A FORMAL LEARNING		
1	Postgraduate degrees and diplomas <u>that are approved as additional qualifications by the AHPCSA.</u>	In principle exempt from relevant years of study in CPD cycle; final decision resorts with the PBCO
2	Advanced Certificates that are approved as additional qualifications by the Council.	At the end of the year of study (not exceeding the normal duration of the certificate) 20 CEU's may be claimed on successful completion of the qualification