



**THE ALLIED HEALTH PROFESSIONS COUNCIL  
OF SOUTH AFRICA**

**GUIDELINES FOR CONTINUING PROFESSIONAL DEVELOPMENT (CPD)**

**GUIDELINES FOR CONTINUING PROFESSIONAL DEVELOPMENT IN 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.  
CPD CYCLE 1 JANUARY 2026 – 31 DECEMBER 2027**

The Allied Health Professions Council of South Africa (AHPCSA), having consulted with the professional boards (PBs) 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:

- As set out in this Board Notice, the following requirements are applicable for Continuing Professional Development (CPD) for the CPD cycle 1 January 2026 to 31 December 2027.

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.

**MS ESTHER PILLAY-NAIDOO**

**REGISTRAR: AHPCSA**

## DEFINITIONS

The following terms apply 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, patients’ 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 PB for Therapeutic Aromatherapy, Therapeutic Reflexology and Therapeutic Massage Therapy (PBARM); the PB for Chiropractic and Osteopathy (PBCO); and the PB for Homeopathy, Naturopathy and Phytotherapy (PBHNP) whichever PB 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, Aromatherapy, Ayurveda, Chinese Medicine, Chiropractic, Homeopathy, Naturopathy, Osteopathy, Phytotherapy, Reflexology, 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”** (CPD) 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 the CPD Committee relevant to the practitioner to suspend/postpone CPD requirements for a period of time and to consider conditions for re-entry into practice;

**“ethics activities”** means ethics lectures and workshops, that expressly excludes the mandatory, bioethics and jurisprudence requirements prescribed by the AHPCSA as set out in Level 2.B.1;

**“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 PB, a committee of the council or a committee appointed by a PB, 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;

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

**“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 they are 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 PB 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 PB, 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 thereunder, 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 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 a 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 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, the practitioner is obliged to forward the Individual Activity Record for each profession in which they are 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) By hand delivery to the Registrar, AHPCSA, Castelli Suite, Il Villaggio, 5 De Havilland Crescent South, Perseus Technopark, Pretoria, or
  - (b) Electronic copies: Send to the AHPCSA CPD email address: [cpd@ahpcsa.co.za](mailto:cpd@ahpcsa.co.za);
  - (c) 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 PB 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 per cent (50%) of which shall be profession-specific. The remaining 50% may consist of interdisciplinary topics, broader healthcare subjects, special-interest areas, or ethics topics (excluding Bioethics and Jurisprudence **Level 2.B.1**). These activities must be relevant to the practitioner's profession or to the development and management of their practice and/or scope of practice (SOP). All such activities must be submitted to the relevant PB to determine if the content is relevant for CPD.
- 5.3. A practitioner who registers for the first time shall commence with their 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. This may be achieved by attending a CPD bioethics and jurisprudence lecture presented by the Registrar or an AHPCSA-approved lecturer, or by successfully completing an AHPCSA-approved Bioethics and Jurisprudence course available at [www.aromasa.org.za](http://www.aromasa.org.za). A minimum pass mark of 70% is required for the MCQ course to qualify for the four (4) CEUs.
- 5.6. **Only AHPCSA – approved Level 2.B.1: BIOETHICS AND JURISPRUDENCE is acceptable.**
- 5.7. A practitioner may attend ethics activities, including lectures and/or workshops, approved or accredited by the AHPCSA. Where an ethics activity is approved by a CPD Committee outside the AHPCSA, or by another South African statutory health council, the practitioner shall, prior to attendance, obtain reaccreditation or approval of such activity from their relevant CPD Committee, in accordance with clauses 5.8.1 to 5.8.5. Ethics activities contemplated in clause 5.7 expressly exclude the mandatory bioethics and jurisprudence requirements prescribed by the AHPCSA in terms of clause 5.6 (**Level 2.B.1**). CEUs awarded for ethics activities shall be allocated to and accumulated under the fifty per cent (50%) non-profession-specific CEU requirement.
- 5.8. Only the AHPCSA may approve specific CPD activities 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.**
- Cross Recognition of CEUs - NOTE: There is no blanket approval given by the AHPCSA for CPD activities approved by another South African statutory health council or international accrediting body. All AHPCSA registered practitioners who intend to attend a CPD activity relevant to their scope of practice, but which has been approved by a CPD Committee outside the AHPCSA, another South African statutory health council, or an international accrediting body, shall, prior to attendance, obtain reaccreditation or approval of such activity from their relevant CPD Committee. Approved CPD Providers may, on behalf of registered members, apply for cross-recognition of CEUs through the submission of either a single CPD activity or multiple CPD activities. Approved CPD Providers / Practitioners are required to submit the following information for reaccreditation/approval:
- 5.8.1. CPD Provider:**
- Name(s)
  - Registration number
  - Accreditation number
  - Contact details
- 5.8.2. CPD Committee:**
- Name
  - Registration number
  - Accreditation number
  - Contact details
- 5.8.3. South African Statutory Health Council / International Accrediting Body:**
- Name
  - Registration number / Act
  - Accreditation number

- CPD registration reference
- Contact details

#### **5.8.4. CPD Activity Details:**

- Nature of the activity
- Duration
- Scope
- List of presenters
- List of topics covered
- Number of CEUs awarded

#### **5.8.5. CEU Allocation:**

- CEUs will be allocated according to the **AHPCSA CPD Guidelines**.

**NOTE:** Any CPD activity 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, or a local/international accrediting body, organisation and/or juristic entity. You are required to take care to ascertain that the CPD activity specific to allied health professions have been approved by the AHPCSA.

- 5.9. 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.
- 5.10. 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.

## **5. HIERARCHY OF LEARNING ACTIVITIES**

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

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

These activities do not have a clearly measurable outcome or a formal evaluation process after the activity. These activities include, but are not limited to:

#### **Small groups**

- Formally organised meetings by the professional associations or societies;
- Structured small group discussions (which may at times include related case-study discussions), with a minimum of three (3) practitioners\*;
- Case study discussions, with a minimum of three (3) practitioners\*;
- Formally organised special purpose lectures that are not part of a business meeting; and
- Interest groups meeting less than six times per year.

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

\*\* Applications for approval of (b), (c) and (e) can be done individually for each event, annually, or in a single application for all the meetings that will take place over the current 2-year CPD cycle.

#### **Medium groups**

- Formally organised meetings by the professional associations or societies;
- Structured medium group discussions (which may at times include related case-study discussions), with a minimum of ten (10) practitioners\*;
- Case study discussions, with a minimum of ten (10) practitioners\*;
- Formally organised special purpose lectures that are not part of a business meeting; and
- Interest groups meeting less than six times per year.

\*Such discussions may be conducted using any in-person or virtual meeting modus but shall be limited to a maximum of twenty (20) practitioners.

\*\* Applications for approval of (b), (c) and (e) can be done individually for each event, annually, or in a single application for all the meetings that will take place over the current 2-year CPD cycle.

### **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;
- (c) Community Service; and
- (d) Public education, including but not limited to public speaking, podcasts and radio interviews.

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. For a series of events, a single certificate may be issued upon completion of all events, clearly listing the dates attended by the individual practitioner.

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 CPD provider in the designated manner for approval by the CPD Committee or approval must be sought by the practitioner from the CPD Committee, such approval must be sought thirty (30) days in advance of the meeting or activity. In the event that such professional or academic meeting or activity is approved for CPD purposes by an accrediting body, other than the AHPCSA, documentary evidence of such accreditation shall form part of the approval application.

6.1.4 Presentations for Public Education require practitioners to provide to their relevant PB a letter of invitation from the organisers of the event at which they will be presenting and an outline of what they will be presenting. Where a presentation will be hosted in multiple locations, on multiple dates with the same content, one application may be submitted for the series with the details of all locations and dates specified.

## **6.2 LEVEL 2: THOSE ENCOMPASSING MEASURABLE OUTCOMES**

These are activities such as courses, workshops, education and training, research and publications.

- a) These activities include those that have a clearly measurable outcome or a formal evaluation process after the activity.
- b) Presenters/co-presenters may only claim once for CEUs if the same presentation is given more than once.
- c) 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 VALIDITY OF CEU's**

1. CEUs awarded in respect of approved applications shall remain valid for the duration of the applicable CPD cycle, provided that the following elements remain unchanged:
  - a) the nature of the activity;
  - b) the level of the activity;
  - c) the content of the activity;
  - d) the number of attendees;
  - e) the number of presentations, where multiple dates for the same activity are included in a single application; and
  - f) the presenter/s.
2. Where any element referred to in paragraph 1(a) to (d) is amended, the activity shall be resubmitted to the relevant CPD Committee for re-accreditation.
3. Where the number of presentations change as referred to in paragraph 1(e), the CPD Committee must be notified of the changes and the reason.
4. Where the presenter referred to in paragraph 1(f) changes, the curriculum vitae of the new presenter shall be submitted to the CPD Committee for approval prior to presentation of the activity.
5. If the activity is postponed and there are no other changes other than the date and if applicable the venue, re-accreditation is not required. However, the CPD Committee must be informed of the changes to update our records.
6. A practitioner shall not claim CEUs for the same activity more than once within the same CPD cycle.
7. Any matter not expressly provided for above may be considered by the CPD Committee upon application submitted in the prescribed manner.

#### **7. ACTIVITIES THAT DO NOT QUALIFY FOR CEUs**

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; and
- h) Courses/activities for personal advancement where the content does not relate directly to the SOP or good practice management.

#### **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 they are not compliant, or alternatively submit 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, they 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;
  - (b) successfully passing a competency assessment administered by an institution of higher education and training, alternatively administered by the relevant PB;
  - (c) suspension from the register until submission of proof of compliance with the CPD requirements;
  - (d) registration in a category that will provide full supervision as considered appropriate;
  - (e) a remedial programme of continuing education and training as specified;
  - (f) an examination is determined;
  - (g) suspension from practice for a period of time;
  - (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 annually.
- 9.2 Deferment may be granted to a practitioner under the following circumstances:
- a) a practitioner, who is outside South Africa for a period exceeding twelve (12) months and is not practicing his/her profession;
  - b) a practitioner, who is outside South Africa and practicing 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 they will not meet the outcome within two years and thus will not be able to claim CEUs.

- 9.3 Deferment may be granted for one (1) year but may be extended on application on an annual basis.
- 9.4 Any successful applicant 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 their 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 their profession during the deferment period, they will be required to complete a period of supervised practice/competence assessment as determined by the CPD Committee in their 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 practicing 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 they are 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 PRACTICING ABROAD**

In the event that any person who has been practicing 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 in hard copy hand delivered to Castelli, Suite, Il Villaggio, 5 de Havilland Crescent South, Perseus Technopark, Pretoria.

## ANNEXURE A: INDIVIDUAL CPD RECORD

Provided as a separate fillable PDF



## ANNEXURE B: GUIDELINES ON SPECIFIC LEARNING ACTIVITIES

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

LEVEL 1		CEU'S	
ACTIVITIES (NO MEASURABLE OUTCOMES)		Value per unit	Maximum per cycle
<b>1.A.</b>	<b>MEETINGS AND GROUP DISCUSSIONS / OTHERS</b>		
1	Structured small group discussion	2	10
2	Case study discussion	2	10
3	Formally organised 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 or meeting of a professional association/society	2	4
8	Attendance of the AHPCSA Board or Council meeting as a 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	1 per hour	20
11	Mentoring, after completion of AHPCSA-approved education and training; application to be made to <a href="mailto:cpd@ahpcsa.co.za">cpd@ahpcsa.co.za</a> for consideration by the relevant PB	1 per hour	20
12	Member of AHPCSA Inquiring Body	5 per inquiry	20
13	Internship portfolio management by national/regional coordinators for each AHPCSA Profession	1 per portfolio	15
14	Updating of practitioner details for AHPCSA database purposes	1	2
15	Presenting a profession-specific presentation/talk/podcast, radio or television interview at an organised event for the purposes of educating the Public on the AHPCSA professions	1	20
<b>1.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	30
4	Attendees of recorded webinars, same CEUs awarded as live attendees, provided that attendees complete a short quiz and achieve	1 per hour	30

	minimum pass rate of 3 out of 5 (CPD provider must submit the questions in the application)		
<b>1.C.</b>	<b>MEMBERSHIP OF PROFESSIONAL BODIES</b>		
1	Professional society/association member	1	2
<b>1.D.</b>	<b>SERVING ON PROFESSIONAL BODIES</b>		
<b>1</b>	<b>AHPCSA</b>		
1.1	PB or Council member	6 per year	12
<b>2</b>	<b>ASSOCIATION / SOCIETY</b>		
2.1	National Executive Committee (office bearers)	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)	2 per year	8
2.4	Branch and/or Area Executive Committee member (non-office bearer)	2 per year	4
2.5	Council of Higher Education (CHE) reviewer of allied health qualifications	2 per qualification	4
<b>LEVEL 2</b>		<b>CEU'S</b>	
<b>ACTIVITIES (MEASURABLE OUTCOMES)</b>		<b>Value per unit</b>	<b>Maximum per cycle</b>
<b>2.A.</b>	<b>COURSES AND WORKSHOPS</b>		
1	Presenter	4 per hour	30
2	Co-presenter	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 **	Basic life support (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>2.B.</b>	<b>BIOETHICS AND JURISPRUDENCE / COMMUNITY SERVICE</b>		
	A practitioner shall be required to obtain a <b>minimum of four (4) CEUs in AHPCSA-specific Bioethics and Jurisprudence per CPD cycle</b> , by attending a CPD bioethics and jurisprudence lecture presented by the Registrar or a 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.		

<b>Only AHPCSA – approved Level 2.B.1: BIOETHICS AND JURISPRUDENCE is acceptable.</b>			
1	AHPCSA-approved bioethics and jurisprudence course, either through the AromaSA course or attendance of a lecture presented by the Registrar or a AHPCSA-approved lecturer in bioethics and jurisprudence.	per course	4
2	Ethics activities excluding the mandatory bioethics and jurisprudence requirements prescribed by the AHPCSA, as contemplated in <b>Level 2.B.1.</b>	1 per hour	4
3	Community service (general)	On application	
4	Pandemic Support: Assistance in the roles of administration, patient screening, information sharing and marshalling to ensure social distancing under the auspices of an AHPCSA-approved organisation.	1.5 per hour	20
<b>2.C.</b>	<b>MULTIPLE-CHOICE QUESTIONNAIRES (MCQs) / ONLINE TRAINING</b>		
1	Professional (peer-reviewed periodical publications devoted to disseminating original research and new developments within specific disciplines, sub-disciplines or field of study) journal subscriptions and electronic/online journals and other online activities with Multiple Choice Questionnaires (MCQs) or other measurable outcomes; practitioners are required to obtain a pass rate of 70%: As decided by the PB, minimum of 3 CEU's if from an accredited journal.		20
2	Professional association or other newsletters encompassing measurable outcomes		On application
<b>2.D.</b>	<b>ELECTRONIC OR PRINT PUBLICATIONS: PROFESSIONAL JOURNALS AND PROFESSIONAL ASSOCIATION (OR OTHER) NEWSLETTERS</b>		
<b>Formal/professional journal publication:</b> 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	Proofreader and/or reviewer	5	20
4	Research	On application	
<b>Professional association or other newsletters</b>			
5	Principal author, co-author, proofreader and/or reviewer	On application	
<b>Book</b>			
1	Principal author of a peer-reviewed publication	10	30
2	Co-author of a peer-reviewed publication	5	20
3	Proofreader/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	Proofreader/reviewer of a chapter in a book	5	10
<b>2.E.</b>	<b>EDUCATION/TRAINING INSTITUTIONS</b>		
1	Lecturer/coordinator of relevant study modules at accredited institutions	15	20
2	Guest/occasional lecturer/moderator at an accredited institution	1 per hour	20

3	Health personnel who supervise undergraduates/postgraduate students in clinical/technical training in collaboration with an accredited training institution regularly during the academic year	1 per hour	20
4	Part-time external supervision of a profession-specific Master's or Doctoral thesis for the 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	20
<b>LEVEL 3</b>		<b>CEUs</b>	
<b>FORMAL LEARNING ACTIVITIES</b>		<b>Value per unit &amp; maximum per cycle</b>	
1	Postgraduate degrees & diplomas that are approved before commencing the qualification as additional qualifications recognised by the AHPCSA.	On prior application either for deferment or recognition of the qualification for CEUs; the final decision rests with the PBs. 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 before commencing the qualification as additional qualifications recognised by the AHPCSA.	On prior application either for deferment or recognition of the qualification for CEUs; the final decision rests with the PBs. 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 before commencing the qualification as additional modules recognised by the AHPCSA.	On prior application either for deferment or recognition of the qualification for CEUs; the final decision rests with the PBs. If deferment is granted, CEUs will not be allocated for obtaining the additional qualification (see paragraph 9(d) above)	

