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CONTINUING PROFESSIONAL EDUCATION PROGRAM

What is CPE?

Continuing Professional Education (CPE) is defined as a well-structured program of further education for graduates in professional occupations.

The MAA CPE Policy is designed to ensure all members regularly update their clinical skills and professional knowledge.

General Members:

CPE is an important element of maintaining a General membership

- (1) Current First Aid certificate – minimum Level 1
- (2) A commitment of 20 CPE points per membership year

Accredited Members:

CPE is an important element of maintaining status as a provider with Australian health funds. These funds require that members **must** be up to date with the following in order to be recognised and to maintain their provider number/s.

- (1) Financial membership of a recognised Association
- (2) Current professional indemnity insurance
- (3) Current Level 2 First Aid certificate
- (4) Massage therapy qualifications at either the Certificate IV, Diploma or Bachelor degree level gained from an Australian Registered Training Organisation (RTO)
- (5) A commitment to CPE of :-
 - 30 points per membership year for Certificate IV Therapeutic accredited members, or
 - 40 points per membership year for Diploma of Remedial accredited members

Principles Underpinning the CPE Policy

The CPE Policy is founded on the following principles:

- Easily accessible to all members, regardless of geographic location
- Members to be given broad latitude in the selection and design of their individual learning programs
- Applicable to not only massage therapy disciplines, but also to relevant practices that MAA does not accredit eg ayurveda, yoga and reiki

- Encourages all aspects of clinical practice as well as activities associated in managing a small business eg bookkeeping, advertising and marketing.
- Seminars, workshops and conferences that qualify for CPE points must be of a high standard and encompass both broad based topics as well as discipline- specific topics
- Effectively managed by MAA administration and the committee
- Financially viable so that costs are not prohibitive, especially to those in remote areas
- Relevant to the learning needs of practitioners, taking into account different learning styles and needs
- Collaborative process between professional complementary medicine associations, teaching institutions and government agencies to offer members the widest possible choice in CPE activities
- Welcomes feedback from MAA members for the future development and implementation of the program

Number of CPE Points Required

Accredited Remedial Members must accumulate **40 CPE points per annum**, commencing and ending on the membership joining/expiry date.

Accredited Therapeutic Members must accumulate **30 CPE points per annum**, commencing and ending on the membership joining/expiry date.

General Members must accumulate **20 CPE points per annum**, commencing and ending on the membership joining/expiry date.

If a member exceeds 20 CPE points in a year, a maximum of 10 CPE points can be carried over into the next year.

CPE and Non-Practicing Members

CPE is not applicable to members who are non-practicing for any reasons i.e., maternity leave, recovery from an illness, family illness, traveling overseas, etc., provided the member has advised the office in writing.

CPE Record Keeping

The onus of record keeping is the responsibility of each member. Members are issued with a CPE Record form together with their renewal notice, and this must be completed and returned with the renewal form and membership fees for the upcoming year.

Annual renewals **cannot** be finalised until CPE requirements have been met for the previous year and membership certificates will **not** be issued until this has been satisfied.

The requirement of proof is an essential factor in the CPE process, and the evidence produced must be in English and be reasonably self-evident that the activity was undertaken.

Publicising of CPE Activities

Suggested CPE activities are advertised through the quarterly newsletter and on the MAA website.

Activities that qualify for CPE Points as at 1 January 2014

Activity	Points	Evidence
Main massage qualification for accreditation: Certificate IV Massage Therapy Diploma of Remedial Massage Advance Diploma of Remedial Massage (Myotherapy) Bachelor of Health Science (Musculoskeletal Therapy)	30 40 40 50	Statement of Results Proof of completion
Postgraduate study in complementary medicine: Graduate Diploma Masters PhD	50 50 50	Statement of Results Proof of completion
Courses longer than 20 hours in clinical practice or business management of the clinic	20	Proof of completion
All day seminars, workshops or conferences	10	Proof of attendance
Half day seminars, workshops or conferences	5	Proof of attendance
Travel of more than 60km for CPE-inclusive to and from event	10	Proof of attendance
Professional seminars by telephone	1 point per hour	Proof of participation with number of hours
Professional seminars and bulletin board participation by the Internet	1 point per hour	Proof of participation with number of hours
Professional development through paid subscription to journals related to clinical practice and business management of the clinic	5 points per subscription	Proof of subscription
Professional development through reading books related to clinical practice and business management of the clinic	5 points per book	Proof of purchase
Professional development through instructional DVD's and CD-ROMs	5 points per material	Proof of purchase
Free subscription to an electronic journal or videos via the Internet related to clinical practice or business management of the clinic	2 points per subscription	Proof of subscription eg. copy of table of contents
Participation in a local group of practitioners to enhance clinical practice	1 point per hour	Written evidence of participation by Group Leader
Volunteer work in charitable events, sports events and community based projects	1 point per hour	Written evidence of participation by Group Leader
Author or joint author of a published book or DVDs relating to clinical practice	40	Copy of the book or DVD
Writing a published article related to clinical practice	10 points per article	Copy of the article
Presentation at a seminar, workshop or conferences	5 points per hour	Proof of presentation
Attendance at MAA annual AGM	20 points	Proof of attendance
First Aid – Level 1	10	Proof of completion
First Aid – Level 2	15	Proof of completion
CPR update	5	Proof of completion

****MAA only provides CPE points for the above qualifications***

CPE Record Sheet

Name: _____

Remedial Member No: _____ Date returned: _____ 40 CPE points

Therapeutic Member No: _____ Date returned: _____ 30 CPE points

General Member No: _____ Date returned: _____ 20 CPE points

Date	Activity	Points	Evidence