



## **Continuing Professional Education (CPE) Guidelines**

### **A COPY OF YOUR CPE RECORD IS REQUIRED WITH YOUR MEMBERSHIP RENEWAL**

- To fulfil AKA practitioner member requirements, 20 credit points must be accumulated each membership year
- If you complete 40 or more points in one year, this will be counted as 2 years worth of CPE.
- 20 CPE Points due 30th June 2016.
- Only submit CPE activity completed from **1st July 2015 to 30th June 2016**

### **DO NOT SEND SUPPORTING DOCUMENTS/EVIDENCE**

This is not required at this stage however you are responsible for the safe keeping of all supporting documentation and evidence and it must be readily available to the AKA upon request.

### **RANDOM AUDITS**

AKA reserves the right to perform random CPE audits of practitioner members to validate that CPE records submitted are true and correct. Penalties apply for non-compliance. Any document listed on the CPE form will be re

### **HEALTH FUNDS**

AKA is frequently audited by health funds in regards to kinesiology practitioners CPE and will remove members from Health Funds Rebates if CPE is not deemed satisfactory.

### **WHO CAN SIGN YOUR CPE**

Office Bearers from each AKA state branch may sign for state activities only

AKA AGM's require validation from the AKA office (taken from signed attendance sheet at AGM)

Workshops: Certificates must include relevant information and be dated and signed by qualified instructor

AKA National Activities may be signed by National Committee or hosting state office bearers

Attendance Certificates must include the title of activity along with date and signed by appropriate person/s

### **HAVING DIFFICULTY COMPLETING YOUR FORM?**

If you are stuck or unsure about your CPE contact the AKA office for support.

### **CONDITION OF MEMBERSHIP**

Ongoing CPE is a condition of membership for practitioners. It is your responsibility to ensure that you keep up to date with your CPE requirements. If your CPE is not submitted with your membership renewal application or upon direct request from the AKA office your membership and all benefits will be suspended and/or archived.

Item	CPE Activity	Points Value	Evidence Required
1	AKA National Conference	1 point per hour of attendance <b>Maximum 20 points per annum</b>	Official signed certificate of attendance
2	AKA AGM or AKA General Meeting	3 points per meeting	Committee signed CPE form
3	Other AKA recognised Kinesiology Conference e.g., IKC, AIK	1 point per hour of attendance <b>Maximum 10 points per annum</b>	Official signed certificate of attendance
4	Presentation of paper at AKA or other AKA recognised Kinesiology conference	3 points per presentation <b>Maximum 9 points per annum</b>	Proof of presentation
5	Publication of article - 'In Touch' magazine or other peer reviewed wellbeing journal	3 points per article <b>Maximum 9 points per annum</b>	Copy of article along with issue details
6	Author or joint author of new <b>AKA accredited course</b> - claimable once	Points equivalent to number of accredited course hours	Proof of course accreditation
7	Author/joint author of published book/ebook relating to Kinesiology - <b>claimable once</b>	20 points	Copy of published book
8	AKA accredited course	1 point per hour of tuition <b>Capped at 8 hours per day</b>	Official signed certificate of attendance
9	Kinesiology course that is NOT AKA accredited	1 point per 2 hours of attendance <b>Maximum 10 points p.a.</b>	Official signed certificate of attendance
10	AKA organised specific training day	1 point per hour of attendance <b>Capped at 8 points per day</b>	Official signed certificate of attendance
11	Volunteer work using <b>Kinesiology</b> techniques for community agency/project	1 point per 2 hours of attendance <b>Maximum 5 points per annum</b>	Written proof of attendance by project leader
12	Presentation of research with Kinesiology group of colleagues/peers	3 points per hour of attendance <b>Capped at 9 points</b>	Proof of presentation and group details
13	Attendance at Kinesiology research group	1 point per hour of attendance <b>Maximum 5 points per annum</b>	Proof of attendance
14	AKA approved Kinesiology modality's own CPE requirements	Point for point <b>Maximum 20 points per annum</b>	Official signed certificate of attendance
15	***Non-Kinesiology courses that relate to and enhance Kinesiology clinical practice	1 point per 2 hours of attendance <b>Maximum 10 points p.a.</b>	Official signed certificate of attendance
16	Professional development through technical books, CD Rom and other media	2 points per item <b>Maximum 5 points per annum</b>	Proof of purchase/registration
17	Professional online courses/webinars that relate to/enhance Kin. clinical practice	1 point per 2 hours of attendance <b>Maximum 5 points per annum</b>	Proof of registration
18	AKA In Touch Magazine subscription	<b>Maximum 5 points per annum</b>	List of Kinesiology articles read
19	Paid subscription health/wellbeing journal	<b>Maximum 5 points per annum</b>	Proof of subscription - receipt
20	Kinesiology practice hours with qualified Kinesiology instructor (not including practice that is part of a course)	1 point per 2 hours of attendance <b>Maximum 10 points per annum</b>	Formal documentation from supervising and qualified instructor at the session
21	AKA state branch meeting that includes presentation relevant to Kinesiology	1 point per hour Capped at 2 points per meeting <b>Maximum 6 points per annum</b>	Committee signed CPE record
22	***CPE gained to fulfil other health modality requirements that can be applied to your Kinesiology practice e.g. Naturopathy, Homoeopathy, Psychology etc.	Point for point <b>Maximum 10 points per annum</b> You must check with AKA whether your modality will be acceptable.	Copy of official modality record along with associated evidence on how this is applied to your kinesiology clinical practice
23	Networking with specialists in your field of expertise that can be directly related to kinesiology clinical practice	1 point per 2 hours of attendance <b>Maximum 5 points per annum</b>	Written evidence of participation from group leader plus outline of discussions
24	Active participation in an AKA committee or sub-committee	1 point per 2 hours of attendance <b>Maximum 5 points per annum</b>	Copy of minutes with your noted attendance or official signed doc.
25	ATMS providers of CPE seminars that can be directly related to kinesiology practice.	Point for point <b>Maximum 10 points per annum</b>	Official signed certificate of attendance
26	Workshops developing energetic information systems and skills enhancing correction techniques and clinical practice.	1 point per 2 hours of attendance <b>Maximum 3 points per annum</b>	Official signed documentation
27	***First Aid Level 2 Course (CPR inclusive)	10 points	Certificate of attendance
28	CPR Update	4 points	Certificate of attendance
29	AKA Approved Event	5 points per member per day 8 points for up to 3 Leaders/Project Managers per day <b>Maximum 10 points per annum</b>	Certificate of attendance
30	AKA Approved Mentor	1 point per hour <b>Maximum 10 points per annum</b>	Official signed documentation

\*\*\* Members who are eligible to offer Health Fund Rebates with Australian Unity, please note that Australian Unity **DOES NOT** recognize First Aid as valid CPE.

\*\*\* **Knowledge based** nutrition workshops are accepted in this category **however** practitioners who do not hold formal qualifications in naturopathy, nutrition, homoeopathy etc., cannot claim courses that contain information such as diagnosing, prescribing and/or dispensing of supplements/homoeopathics as CPE. AKA scope of practice excludes prescribing or dispensing of supplements homoeopathy, herbs etc. Note: Flower essence workshops can be claimed as CPE. Contact the AKA if further clarification required.