

– PsyAx Training & Professional Development Policy –

Purpose of this Policy

At PsyAx, we understand the importance of ensuring all staff are qualified and adequately trained in order to provide high quality services to clients. This policy outlines how PsyAx upholds training and professional development standards and requirements.

Vulnerable groups

PsyAx staff must demonstrate suitability in regards to working with vulnerable groups. Vulnerable groups include those who are elderly, or who have a psychiatric, intellectual, or cognitive disability.

Before commencement of employment, employee candidates at PsyAx will undergo a worker screening and PsyAx management will complete a “PsyAx Staff Screening Form”. This screening form is to ensure that the employee candidate:

- declares that there are no records relating to an interim bar, suspension, exclusion or any action taken by the registered NDIS provider in relation to those decisions
- declares no known allegations of misconduct
- has provided 100 points of identification
- has passed a national police check
- holds a “clear” result for the Disability Worker Exclusion Scheme (DWES) checklist
- declares that there are no current notifications, or preliminary notifications, which have been made about them to the Department of Health & Human Services under the Disability Worker Exclusion Scheme

Training

PsyAx management ensures PsyAx staff are trained for their roles. PsyAx staff must not act outside their area of competence. All PsyAx staff must complete in-house training which requires them to:

- be familiar with all PsyAx policies and procedures including:
 - PsyAx Feedback, Compliments & Complaints Policy
 - PsyAx Incident Management Policy
 - PsyAx Infection Prevention & Control Policy
 - PsyAx Record Keeping & Privacy Policy
 - PsyAx Risk Management Policy
 - PsyAx Work Health & Safety Policy
- be familiar with relevant rules and regulations of AHPRA / Australian Board of Psychology, and the Australian Psychological Society including the APS Code of Ethics (2007)
- be familiar with their position description as outlined in their formal letter of engagement
- complete the NDIS worker orientation module training at the commencement of employment
- complete the LawSense Law for Mental Health Practitioners course

Qualifications

PsyAx psychologists must hold the appropriate qualifications as outlined by the Psychology Board of Australia. This includes having a minimum six-year APAC-accredited sequence of education and training in psychology. All practicing psychologists must hold current registration with AHPRA.

Continuing Professional Development

PsyAx psychologists adhere to the continuing professional development standards as outlined by the Australian Health Practitioner Regulation Agency (AHPRA) and the Australian Psychological Society (APS).

Policy and registration standards are detailed in the following documents:

- Registration Standard: Continuing Professional Development (AHPRA, 2015)
- Guidelines on continuing professional development (CPD) requirements (APS, 2015)

Copies of these documents are included below.



Psychology Board of Australia

REGISTRATION STANDARD: CONTINUING PROFESSIONAL DEVELOPMENT

1 December 2015

Summary

This registration standard sets out the Psychology Board of Australia's minimum requirements for continuing professional development (CPD) for psychologists.

Registered psychologists have a responsibility to ensure that they continue to maintain, enhance and extend their knowledge and skills throughout their working lives. Consumers also have an expectation that registered psychologists providing professional services do so in a competent and contemporary manner.

Does this standard apply to me?

This standard applies to all registered psychologists except those with provisional or non-practising registration.

What must I do?

When you apply for general registration

You will be required to commit to completing the requirements for CPD during your period of general registration.

While you hold general registration

1. You need to develop a learning plan that:
 - is based on a skills and knowledge self-assessment
 - identifies areas for development or improvement
 - sets learning objectives, and
 - enhances life-long learning.
2. You must complete a minimum of 30 hours of CPD activities annually during the period 1 December until 30 November. At least 10 of these hours must be peer consultation.

Pro rata requirements

If, when you apply to renew your general registration, you have held general registration for less than 12 months of the period 1 December to 30 November, you must have completed 2.5 hours of CPD for every full month that you held general registration,

and one third of the pro-rata CPD must be peer consultation.

Your CPD activities should be relevant to your area of professional practice and have clear learning aims and objectives that meet your individual requirements.

The activities should:

- be outcome-focused
 - seek to ensure continued competence in your area of practice and, if relevant, develop skills and knowledge in a new area of practice, and
 - seek to ensure activities have contributed to the quality of your practice, which results in the maintenance of high-quality client services.
3. You must maintain an up-to-date CPD portfolio that includes:
 - your learning plan (see point 1)
 - an activity log of all CPD activities
 - written reflection for each activity, including how it relates to your professional development goals, and
 - any receipts, tax invoices or certificates of attendance to verify participation in CPD activities, when applicable.

You must maintain your CPD portfolio for five years in case you are audited.

At renewal of registration

Participating in a program of CPD is a requirement for annual renewal of your registration. When you apply to renew your registration by 30 November every year you are required to declare that you have complied with this requirement.

After you renew your registration

Your compliance with this standard and the declaration about compliance with this standard that you make at renewal may be audited from time to time.

You will be notified in writing if you are selected for audit and will be required to submit your CPD portfolio,

REGISTRATION STANDARD: CONTINUING PROFESSIONAL DEVELOPMENT



including evidence of participation in CPD activities, within 28 days.

Are there exemptions to this standard?

The Board may grant an exemption or variation from this standard to a psychologist with general registration in exceptional circumstances that result in substantial absence from practice. Exceptional circumstances may include serious illness, injury, bereavement, maternity/paternity/adoption leave, carer's leave, or other exceptional circumstances.

Applications for exemptions due to exceptional circumstances must be submitted in writing to the Board for consideration prior to the expiry of registration. The submission must include the nature of the special circumstance and the length of time these circumstances applied during the period for which an exemption is being requested.

The *Guidelines for continuing professional development for psychologists* provide further guidance.

The Board reserves the right at any time to revoke an exemption to this standard.

What happens if I don't meet this standard?

The National Law establishes possible outcomes if you don't meet this standard, including that:

- if you do not commit to completing the requirements for CPD during your period of general registration, the Board may refuse your application for general registration on the basis that you do not meet a requirement in an approved registration standard for the profession (section 82(c)(i)(E) of the National Law)
- if you have not complied with the requirements for CPD the Board may refuse your application for renewal of general registration or endorsement on the basis that you do not meet a requirement in an approved registration standard for the profession (section 112(2)(a), (c), and (d) of the National Law)

- the Board may impose a condition, or conditions, on your registration or endorsement of registration that requires you to successfully complete:
 - additional CPD activities within a specified period, and/or
 - further education, and/or
 - a period of supervised practice with a Board-approved supervisor, and/or
 - the National Psychology Examination.
- a failure to undertake the CPD required by this standard may be behaviour for which disciplinary action may be taken by the Board in accordance with section 128 of the National Law. Additionally, under section 41 of the National Law, any of the Board's registration standards, codes or guidelines may be used in disciplinary proceedings against you as evidence of what constitutes appropriate practice or conduct for the psychology profession.

Guidelines for continuing professional development for psychologists

The *Guidelines for continuing professional development* provide more information about how to meet this standard. You are expected to understand and apply the guidelines together with this registration standard.

Authority

This registration standard was approved by the Australian Health Workforce Ministerial Council on 27 August 2015 and takes effect from 1 December 2015.

Registration standards are developed under section 38 of the National Law and are subject to wide-ranging consultation.

Definitions

National Law means the Health Practitioner Regulation National Law, as in force in each state and territory.

REGISTRATION STANDARD: CONTINUING PROFESSIONAL DEVELOPMENT



Continuing professional development is the means by which members of the profession maintain, improve and broaden their knowledge, expertise and competence, and develop the qualities required throughout their professional lives.

Peer consultation means supervision and consultation with peers in one-on-one or group format, for the purposes of professional development and support in the practice of psychology, and includes a critically reflective focus on the practitioner's own practice.

Practice means any role, whether remunerated or not, in which the individual uses their skills and knowledge as a registered psychologist in their profession. Practice in this context is not restricted to the provision of direct clinical care. It also includes using professional knowledge in a direct non-clinical relationship with clients, working in management, administration, education, research, advisory, regulatory or policy development roles, and any other roles that impact on the safe, effective delivery of services in the profession.

Review

This registration standard will be reviewed from time to time as required. This will generally be at least every five years.

Last reviewed: 1 December 2015

This standard replaces the previous registration standard dated 1 July 2010.

Guidelines on continuing professional development (CPD) requirements

Information on mandatory CPD requirements for maintenance of membership of the Australian Psychological Society, general registration with the Psychology Board of Australia, and Medicare provider status

Updated December 2015

This material is provided for information only and is based upon interpretation of continuing professional development guidelines published by the Psychology Board of Australia and the Australian Government Department of Health and Ageing. To the best knowledge of the APS, the material is accurate at this time.

Level 11, 257 Collins Street
Melbourne VIC 3000
PO Box 38
Flinders Lane VIC 8009
T: (03) 8662 3300
F: (03) 9663 6177
www.psychology.org.au

CONTENTS

Overview of CPD requirements	33
CPD requirements for registered psychologists	44
Summary of PsyBA CPD requirements.....	4
Details of CPD requirements for maintenance of general registration.....	5
1. Individual learning plan for each annual cycle	5
2. Base minimum 30 CPD hours of required types	5
2.1 Required types of CPD	5
2.2 Specific requirements for psychologists with area of practice endorsement	6
3. Maintenance of a CPD log	7
4. Journal entry for each activity undertaken	7
Acceptable CPD activities.....	8
CPD requirements for Medicare providers	9
Requirements for Focussed Psychological Strategies (FPS) providers.....	9
Requirements for clinical psychology providers	10
CPD requirements for APS members	11
APS members registered with the PsyBA	11
APS members not registered with the PsyBA.....	11
APS members residing overseas	11

Overview of CPD requirements

As a professional society, the APS requires its members to undertake continuing professional development (CPD) as a condition of maintenance of membership. This is in order to promote the maintenance and improvement of quality services offered by members in a manner which demonstrates the accountability of APS psychologists to their clients, their professional colleagues, the community and themselves.

Since the advent of national registration in 2010 and the associated mandatory CPD requirements for maintenance of general registration, the APS has largely aligned the APS CPD requirements with those specified by the Psychology Board of Australia (PsyBA) for members who are registered psychologists. This principle has been adopted to minimise the confusion and duplication that would result if members had to meet two different sets of requirements for maintenance of registration and APS membership. The CPD requirements for APS members who do not hold registration are less prescriptive.

The range of current CPD requirements for psychologists

There is an array of CPD requirements that are mandatory for maintenance of general registration with the PsyBA, Medicare provider status, and membership of the Australian Psychological Society. Various CPD requirements apply to psychologists in order to retain their current status, depending on their individual circumstances – whether they are registered or not, provide services under Medicare, or are a member of the APS.

A range of CPD requirements apply to:

1. All psychologists holding general registration with the Psychology Board of Australia (PsyBA)
2. All psychologists who are Medicare providers
3. All APS members holding the grade of Associate Member and above, including members who are not working as registered psychologists

For registered psychologists, CPD undertaken to fulfil PsyBA requirements can also be counted towards meeting APS requirements, as long as it fits the applicable specified requirements stipulated by each organisation.

Annual CPD cycles

All CPD requirements must be completed within an annual cycle, and must be met again for each subsequent annual cycle. The PsyBA, APS and Medicare annual cycles begin on 1 December and end on 30 November of the following year.

APS online CPD logging tool*

To assist members to understand and comply with the array of CPD requirements for practising psychologists, the APS has developed a sophisticated online CPD logging system that provides an easy-to-use tool that can be individualised to track progress towards meeting the applicable CPD requirements. The individual online log of activities across applicable categories can be printed to assist in providing evidence of compliance if a member is selected for a random audit by the PsyBA or Medicare.

Please note that although the APS online CPD logging tool has been designed to assist members to meet the various mandatory CPD requirements that have been introduced for practising psychologists, the ultimate responsibility for complying with CPD requirements rests with the individual member.

To access the APS online CPD logging system, go to www.psychology.org.au/cpd/, where instructions on how to use the CPD logging system can also be found.

* The APS online CPD logging tool was updated in early 2015 to reflect changes to Medicare CPD requirements for FPS providers announced on 1 November 2014 (see page 9 for details).

CPD requirements for registered psychologists

Psychologists holding registration with the Psychology Board of Australia (PsyBA)

Summary of PsyBA CPD requirements

Annual CPD cycle: 1 December to 30 November

- For each annual cycle, all psychologists holding general registration must:
 1. Develop a learning plan to identify learning needs and goals
 2. Complete 30 hours of CPD activities, which includes at least 10 hours of peer consultation
 3. For any area of practice endorsement that is held, specific CPD activities relevant to the area of practice must be completed (16 hours for one endorsement; 15 hours each for two endorsements; 10 hours each for three endorsements; 7.5 hours each for four endorsements; and 6 hours for five endorsements)
 4. Keep a log of all completed CPD activities
 5. Maintain a journal 'reflecting' on all completed CPD activities
- All of these requirements must be met for the annual cycle in order to be deemed fully compliant with the Psychology Board standard for ongoing general registration.
(See page 5 for details of these CPD requirements.)

Exemptions and *pro rata* arrangements

- Exemptions from meeting CPD requirements apply to the following psychologists:
 1. Psychologists with provisional registration for the full CPD cycle, as their 'in training' status indicates that they are already undertaking professional development
 2. Psychologists with non-practising registration for the full CPD cycle
 3. Psychologists who have been granted a full or partial exemption for a specified period by the Psychology Board due to ill health, maternity/paternity leave or other special circumstances
- Psychologists who are granted an exemption for a period of time, or who become eligible to meet CPD requirements part way through a cycle, will have their base CPD hours requirement reduced on a *pro rata* basis according to the details of the exemption granted. *Pro rata* CPD hours will be calculated at the rate of 2.5 hours per full month of registration for the number of months of the cycle that the person is eligible to meet the CPD requirements.

PsyBA compliance monitoring

- Psychologists will be required to declare on their PsyBA registration renewal that they have understood and met the stipulated CPD requirements.
- Random audits of registered psychologists will be conducted by the PsyBA following the end of the CPD cycle to ensure that requirements have been met. APS online CPD logging records will be accepted by the PsyBA if a psychologist is audited (supporting documentation as proof of participation in CPD activities may also be required).

Consequences of non-compliance

- The PsyBA CPD Standard states that the consequences of failure to comply may be one or more of the following:
 - refusal to renew registration or endorsement;
 - imposition of a condition on registration; and/or
 - instigation of disciplinary proceedings.

Details of CPD requirements for maintenance of general registration

Information on PsyBA CPD requirements is based on the material published on the Psychology Board of Australia webpage entitled, *Continuing professional development resources*:
<http://www.psychologyboard.gov.au/Standards-and-Guidelines/FAQ/CPD-resources.aspx>

1. INDIVIDUAL LEARNING PLAN FOR EACH ANNUAL CYCLE

- An individual learning plan must be developed for each annual CPD cycle based on a self assessment of skills and knowledge.
- The learning plan should identify learning needs (areas for development or improvement) relevant to the psychologist's individual work context, the types of activities proposed to meet these needs, and the anticipated outcomes.
- The CPD activities selected should seek to enhance professional competence (skills and knowledge) and contribute to the quality of the psychologist's work in the particular area of professional practice.
- The learning plan can be amended during the year to respond to emerging learning needs.
- The success of the learning plan should be reviewed towards the end of the cycle. The review may be undertaken in the context of peer consultation.
- The APS online CPD logging tool enables members to complete their individual learning plan to satisfy the PsyBA requirements.

2. BASE MINIMUM 30 CPD HOURS¹

2.1 Required types of CPD

a. A minimum of 10 hours must be peer consultation.

Peer consultation is supervision or consultation in a group or individual format which involves a critically reflective focus on the practitioner's own practice.

- Peer consultation can be general or related to any area of practice endorsement that is held, whichever is most suitable for the psychologist's practice.
- In a group setting, only the time spent discussing the individual psychologist's own cases/work matters can be counted as peer consultation. The additional time spent participating in the group can be counted towards the overall CPD hours.
- Peers can be consulted about any aspect of the practitioner's psychological practice, including aspects of practice such as management, administration, teaching and research. For example, advice can be sought about ethics, laws, record keeping, material for publication or presentation, and psychological practice management.
- Consultation with non-psychologist peers is acceptable and is valuable for professional development. However, it is recommended that the majority of the peer consultation is with other generally registered psychologists. Consultation with non-psychologists must clearly link to the goals of the overall learning plan.
- Supervision provided to another psychologist to assist him or her to meet the 10-hour peer consultation requirement *cannot* be counted as peer consultation hours for the supervisor (but can be counted towards active CPD hours).
- Consultation with provisional psychologists *cannot* be counted as CPD.
- In addition to face-to-face, peer consultation can also be undertaken via teleconference, videoconference or correspondence.
- The PsyBA has stated that you should aim to seek guidance and advice from someone who is your peer or senior, and is more experienced or knowledgeable in the aspect of practice discussed.

¹ The same CPD requirements apply regardless of work status, ie full-time or part-time status.

Examples of peer consultation activities

- Individual supervision, mentoring or consultation with a peer, senior psychologist or another professional person
- Peer consultation network groups
- Small group case discussion with psychologist peers
- Workplace discussion groups with psychologist peers – e.g., discussion of individual psychologists' work, cases, management of staff teams

b. Other hours of CPD activities.

The other hours of CPD undertaken to make up the 30 hours can be discussing others' work, attending seminars and/or workshops, reading, studying relevant courses.

c. Active CPD

Active CPD is CPD that engages the psychologist in active learning through written and oral activities designed to enhance and test learning. It has never been mandatory and only ever recommended. The PsyBA states that the individual practitioner needs to choose activities that best suit their own learning style therefore active CPD is optional.

2.2 Specific requirements for psychologists with an area of practice endorsement

- Psychologists with an area of practice endorsement must ensure they undertake 16 hours of CPD activities relevant to their area of practice endorsement. Relevant CPD undertaken can be counted towards the requirements of both PsyBA endorsement and APS College membership where these are in the same specific area.²

One area of practice endorsement

- Psychologists must undertake **16 hours** of CPD activities relevant to their area of practice endorsement

Two area of practice endorsements

- Psychologists must undertake **15 hours** of CPD activities relevant to each of their two areas of practice endorsement

Three or more area of practice endorsements

- Psychologists must undertake **10 hours** of CPD activities relevant to each of their three areas of practice endorsement
- For four endorsements – 7.5 hours each; five endorsements – 6 hours each

² APS College CPD requirements only differ from those for PsyBA area of practice endorsement where a psychologist holds three or more College memberships – see page 12

3. MAINTENANCE OF A CPD LOG

- A log of all completed CPD activities must be kept as evidence of CPD undertaken. A CPD portfolio or online logging for a professional association or overseas registration authority that meets the PsyBA's standards can be used to meet the requirements.
- The log must contain the dates and relevant details of the CPD activity undertaken by the psychologist.
- Psychologists must retain proof of undertaking CPD activities where applicable.
- From 1 December 2015, all psychologists must retain their CPD records, including corroborating evidence, for a period of five years.
- An APS member's individual online log of activities across applicable categories can be printed to assist in providing evidence of compliance if they are selected for a random audit by the PsyBA.

4. JOURNAL ENTRY FOR EACH ACTIVITY UNDERTAKEN

- Psychologists are required to keep a written reflection of the content and relevance to individual learning goals of each CPD activity undertaken.
- Psychologist can decide on the reflection style for the journal entry, which may be in paragraph or dot point format, or a combination of both.
- The journal entry must demonstrate engagement with the CPD activity through a reflection on the content of the activity, the relevance to the psychologist's individual learning goals and any action that has been taken in response to the learning. Individual psychologists can decide on the appropriate length.
- The APS online logging program allows members to complete a journal entry online for each CPD activity undertaken. Alternatively, notes taken during CPD activities can be used to meet the CPD reflection requirement.

Acceptable CPD activities

- A wide range of CPD activities is acceptable providing these fulfil the goals of enhancing psychologists' professional competencies (both skills and knowledge) in their own area of psychological practice.
- Psychological practice has been defined by the PsyBA as any role, whether remunerated or not, in which the individual uses his or her skills and knowledge as a psychologist. This is not restricted to the provision of direct client care and includes using professional knowledge in management, administration, education, research, advisory, regulatory or policy development roles, and any other roles that impact on the safe, effective delivery of services in the psychology profession.
- Selected CPD activities should enable psychologists to keep up to date with advances in their area of practice, such as research evidence and theoretical developments within various domains of psychology, organisational work (team building and leadership), communication, ethics, teaching, research and administration.
- The selection of activities undertaken need to be based on the individual psychologist's identified areas for development and improvement, as outlined in the annual learning plan.
- It is the responsibility of the psychologist to make their own judgement about the relevance of activities and will need to be able to justify this relevance.

Examples of acceptable CPD activities

- Conducting or attending workshops, seminars, lectures or courses of study
- Writing, assessing, reading or analysing peer-reviewed journal articles, scholarly professional books or monographs, and research proposals or grants
- Producing, reviewing, viewing or analysing professional videos, audios, internet resources or scientific posters
- Providing peer consultation to psychologists
- Board-approved supervisor training

Provision of supervision as a CPD activity

The PsyBA has provided strict guidelines about when the provision of supervision can be counted as a CPD activity.

- Supervision provided to another psychologist for the purposes of assisting that psychologist to meet the 10-hour peer consultation requirement *can* be counted towards CPD hours for the supervisor (but not for the peer consultation requirement).
- You are not permitted to count consultation with provisional psychologists towards your 10 hours of peer consultation
- You can count consultation with any other generally registered psychologist, including psychologist undertaking registrar programs leading to area of practice endorsement, towards your 10 hours of consultation
- Though, time spent in a formal role as a supervisor for a Board-approved internship program or registrar program cannot be counted towards the ten hours of peer consultation.

CPD requirements for Medicare providers

For psychologists providing services under the Better Access initiative, as stipulated by Medicare

Medicare Australia previously had separate mandatory CPD requirements that applied to psychologists providing Focused Psychological Strategies (FPS) Medicare items and clinical psychology Medicare items. These requirements have now been superseded and psychologists are only required to demonstrate that they have met the applicable requirements to maintain registration with the Psychology Board of Australia.

Requirements for Focused Psychological Strategies (FPS) providers

In late 2014, the Federal Government announced that psychologists who provide Medicare Focused Psychological Strategies (FPS) items were no longer required to undertake 10 hours of FPS-related CPD in order to maintain their Medicare Provider status. This change was operative from 1 November 2014.

The rationale for the change is that psychologists are already required to undertake CPD as part of their registration requirements with the Psychology Board of Australia (PsyBA). Therefore, in order to maintain FPS Medicare provider status, psychologists must meet the annual PsyBA CPD requirements for maintenance of general registration, as set out on page 4 of these guidelines.

The APS recommends that psychologists providing FPS Medicare items continue to include CPD relevant to providing these Medicare items in their annual CPD learning plans and CPD activities for PsyBA requirements.

Summary of FPS Medicare provider requirements

Annual cycle: 1 December to 30 November

- All psychologist FPS providers must be able to demonstrate that they have completed 30 hours of CPD activities and other related requirements per annual cycle to meet the PsyBA requirements to maintain general registration.

Exemptions and *pro rata* arrangements

- Where an exemption has been granted by the PsyBA that applies to CPD, this will be recognised and will also apply to CPD to retain FPS provider status.

Medicare Australia compliance monitoring

- Registered psychologists have to undertake the required CPD by 30 November each year and Medicare may monitor compliance with these CPD requirements by checking for maintenance of registration with the PsyBA.
- The PsyBA will notify Medicare Australia if, as a result of an audit, the registered psychologist does not meet the CPD requirements to maintain general registration.
- APS psychologists can log their CPD using the APS online logging system and can generate a report to show Medicare if an audit is conducted.

Consequences of non-compliance

- The consequence of a psychologist's non-compliance with PsyBA CPD requirements may be loss of billing rights to provide FPS Medicare items.
- Psychologists who have had their billing rights removed by Medicare can have these restored once they meet the CPD requirements for the previous cycle. They will still be required to meet the full requirements for the new cycle by the end of that cycle.

Requirements for clinical psychology providers

Summary of clinical psychology Medicare provider requirements

Annual cycle: 1 December to 30 November

- All clinical psychology providers must complete 16 hours of clinical psychology-related CPD activities per annual cycle, which are the same requirements to maintain PsyBA endorsement in clinical psychology and Member status of the APS College of Clinical Psychologists.
- These CPD hours can be counted towards meeting the annual 30-hour Psychology Board and APS CPD requirements.

Exemptions and *pro rata* arrangements

- Where an exemption has been granted by the PsyBA that applies to CPD related to area of practice endorsement in clinical psychology, this will be recognised and will also apply to CPD to retain clinical psychology provider status.

Medicare Australia compliance monitoring

- Clinical psychology providers have to undertake the required CPD by 30 November each year and Medicare Australia may monitor compliance with these CPD requirements by checking for maintenance of endorsement in clinical psychology with the PsyBA.
- The PsyBA will notify Medicare if, as a result of an audit, the psychologist does not meet the CPD requirements to maintain their endorsement in clinical psychology.
- Clinical psychology providers must keep their own records of the clinical psychology-related CPD undertaken. APS psychologists can log their clinical psychology-related CPD using the APS online logging system and can generate a report to show Medicare Australia if an audit is conducted.

Consequences of non-compliance

- The consequence of a psychologist's non-compliance may be loss of billing rights to provide clinical psychology Medicare items.
- Psychologists who have had their billing rights to provide clinical psychology items removed by Medicare Australia can have these restored once they meet the clinical psychology-related CPD requirements for the previous cycle (16 hours). They will still be required to meet the full requirements for the new cycle by the end of that cycle.

CPD requirements for APS members

For members of the Australian Psychological Society (APS)

As a professional association, the APS requires its members to undertake CPD as a condition of maintenance of membership. This approach promotes the maintenance and improvement of quality services offered by members in a manner which demonstrates the accountability of APS psychologists to their clients, their professional colleagues, the community and themselves.

The APS has largely aligned the APS CPD requirements with those specified by the PsyBA for members who are registered psychologists. This principle has been adopted to minimise the confusion and duplication that would result if members had to meet two different sets of requirements for maintenance of registration and APS membership. The CPD requirements for APS members who do not hold registration are less prescriptive.

Summary of CPD requirements for APS members

Applicable to Associate Members, Members, Fellows and Honorary Fellows

Annual CPD cycle: 1 December to 30 November

APS members registered with the PsyBA

- Members with general registration must complete 30 hours of CPD activities for each annual cycle, which includes 10 hours of peer consultation.
- For those who also hold the grade of Member of an APS College, the following must be completed through specific CPD activities
 - One College membership – 16 hours in the relevant area
 - Two or more College memberships – 15 hours in each of the relevant areas
- CPD undertaken to fulfil PsyBA requirements can also be counted towards APS requirements.
(See pages 5-8 for details of the PsyBA requirements, to which the APS requirements are aligned.)

APS members not registered with the PsyBA

- Members working in an academic setting must undertake relevant CPD, but there are no formal prescribed requirements as CPD is inherent in the academic role.
- This above requirement also applies to those holding the grade of Member of an APS College.
- Members working in non-academic psychological roles must undertake CPD that is relevant to their professional role, but there are no formal prescribed requirements.
- Members working in non-psychological roles must undertake CPD to enable current knowledge of developments in the body of psychological knowledge, but there are no formal prescribed requirements.
- Although there are no formal prescribed CPD requirements for APS members who do not hold registration, as a guide, the amount of CPD per annual cycle should approximate the 30 hours that registered APS members are required to undertake.

APS members residing overseas

- Members must undertake CPD that is relevant and appropriate to their professional role, but there are no formal prescribed requirements as these members are expected to already be actively involved in CPD relevant to their professional roles.
- Please note that PsyBA CPD requirements may apply to those who have maintained ongoing registration in Australia.

Exemptions and *pro rata* arrangements

APS members registered with the PsyBA

- CPD exemptions and *pro rata* arrangements granted by the PsyBA will be recognised by the APS. Members will be required to monitor any exemptions and *pro rata* arrangements themselves, and indicate through a declaration that they have complied with any adjusted CPD requirements at the time of annual APS membership renewal.

APS members not registered with the PsyBA

- APS members who have retired from psychological practice or are not working for some other reason are exempt from meeting the APS CPD requirements. The APS must be aware of this non-working status in order for the exemption to be granted.
- APS College members who have retired from professional practice are not required to meet applicable CPD requirements to maintain their College membership grade.

APS compliance monitoring

- Members will be required to declare on their annual membership renewal in May/June/July that they have met the stipulated CPD requirements for the previous CPD cycle ending on 30 November of the previous year.
- The APS will rely on the PsyBA's compliance auditing processes to help to ensure that members who hold registration are meeting CPD requirements.
- Members will be required to notify the APS if they are found to be non-compliant on any CPD audit conducted by the PsyBA.
- The APS reserves the right to conduct audits of members' compliance with APS CPD requirements from time to time, including those who do not hold registration.

Consequences of non-compliance

- If a member does not affirm compliance with CPD requirements for the previous annual cycle on membership renewal, this will be checked with the individual member concerned and he or she will be strongly encouraged to undertake additional CPD to make up for the missed CPD in the previous year.
- Members who do not affirm compliance with CPD requirements for two annual cycles will have their membership downgraded until they can demonstrate subsequent compliance with APS CPD requirements for the previous annual cycle.
- Membership downgrades will be applied to the member grades of Fellow and below as follows:
 - Fellow – downgraded to Member
 - Member – downgraded to Associate Member
 - Associate Member – downgraded to Affiliate

APS College Members

- If a College Member does not affirm compliance with CPD requirements on membership renewal, this will be checked with the individual member concerned and he or she will be strongly encouraged to undertake additional CPD to make up for the missed CPD in the previous year. The member's College Member grade will be downgraded to Affiliate status and can be restored if the CPD requirements for College membership for the preceding cycle are subsequently met.
- College members who notify the APS that they have been found to be non-compliant in a CPD audit of their endorsement requirements undertaken by the PsyBA will also be downgraded to College Affiliate status until they can demonstrate subsequent compliance with College CPD requirements for the previous annual cycle.