



Frequently asked questions

Effective from: 1 December 2015

Continuing professional development

What are the new CPD obligations for chiropractors under the National Law?

After 1 December 2015, all registered chiropractors except those with student or non-practising registration have new continuing professional development (CPD) obligations.

This FAQ provides additional information about CPD requirements, monitoring and exemptions.

What must I do?

The Chiropractic Board of Australia (the Board) requirements in relation to CPD are set out in the [registration standard: continuing professional development](#) and the [guidelines for CPD](#). The Board expects you to be familiar with, and to meet, the CPD requirements as set out in these documents.

To comply with the registration standard, you must complete a minimum of 25 hours of CPD activities in each registration period. At least half of these hours must be 'formal' learning activities, and the rest may be either 'formal' or 'informal' learning activities. See the *Definitions* section of the registration standard and the guidelines for further information about formal and informal learning activities.

In addition to the minimum 25 hours of annual CPD, you must have a current first aid certificate as specified in the CPD registration standard.

How will my compliance be monitored?

You will be required to make a declaration about your compliance with CPD requirements with your annual registration renewal. You may be audited and asked to provide proof that you have complied with the CPD requirements. You should keep a record of your CPD activity (portfolio) for five years in case you get audited.

How should my formal learning activities be assessed?

You are responsible for ensuring that the hours and content of your formal learning activities satisfy the requirements in the CPD standard. All formal learning activities must be assessed. They can be assessed by a recognised body¹ or you can assess them yourself.

The Chiropractic Board guidelines for CPD provide additional guidance and a formal learning assessment tool to assist you to undertake your own assessment. Details of any assessments should be kept in your portfolio.

¹ A recognised body is a body or organisation that is experienced in the assessment of continuing professional development and is recognised by the Board for the purposes of assessing formal learning activities on behalf of practitioners.

Can I be exempt from my CPD requirements?

The CPDs standard enables the Board to grant a full or partial exemption from the CPD requirements if you have been registered for less than nine months of the registration period or in exceptional circumstances.

Generally exceptional circumstances would be circumstances that would require you to be absent from practice for a substantial period of three months or more. This includes ill-health, bereavement, acting as a carer or other such circumstances. In some cases maternity leave may constitute an exceptional circumstance.

What constitutes exceptional circumstances?

All decisions about what are exceptional circumstances will be made on a case by case basis. Any event that results in your involuntary absence from practice for a substantial period of three months or more is likely to be considered an exceptional circumstance.

To qualify for an exemption you will need to satisfy the Board that the circumstances had a significant negative impact on your ability to undertake CPD.

How do I apply for an exemption?

You must apply in writing to the Board if you think you are entitled to an exemption due to exceptional circumstances. Where possible your application should be made in advance of the renewal of your registration.

Your request for exemption must explain the nature of the exceptional circumstances and you need to provide evidence that the circumstances prevented you from undertaking the required CPD.

Depending on the particular circumstances, the type of supporting evidence required would include: certified copies of medical reports or death certificate, together with a letter from employer regarding your absence from practice.

Additionally, your request for exemption should include evidence of what CPD activity you have undertaken along with a proposed plan for your future CPD activities.

Will I get a full or partial exemption?

The Board accepts that a significant absence from practice, in exceptional circumstances, may entitle you to a pro rata adjustment of your formal learning requirement. Decisions on whether to grant a full or partial exemption will be made on the basis of each individual application and its circumstances.

Whilst full exemptions have been granted, to date most exemptions granted have been partial. In these cases, you are likely to be granted a reduced requirement for the current period.

Do I need to hold a current first aid certificate?

Any exemption from CPD requirements will not include an exemption from the requirement to hold a current first aid certificate as specified in the CPD registration standard.

What happens if I fail to comply with the CPD registration standard?

The National Law establishes possible consequences if you do not meet this standard. Your failure to comply with the standard may result in disciplinary action, including the imposition of a condition on your registration or the refusal of your application for renewal of your registration. The Board will take all relevant factors into consideration in each case of non-compliance, including the fact that the CPD requirements have changed.