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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, business skills and professional knowledge.

General Members

CPE is an important element of maintaining a General membership

- (1) Membership of the Association (Fees Paid on Time)
- (2) Current Professional Indemnity Insurance
- (3) Current First Aid certificate
- (4) Massage or related modality qualification either achieved in Australia or Overseas
- (5) 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 insurance funds. These funds require that providers must be up to date with the following in order to be recognised as a provider of health benefits in the discipline of massage therapy:

- (1) Membership of a recognised Association (Fees Paid on Time)
- (2) Current professional indemnity insurance
- (3) Current Level 2 First Aid certificate
- (4) Massage therapy qualifications at either the HLT Certificate IV in Massage Therapy Practice, HLT Diploma of Remedial Massage, 21920VIC Advanced Diploma of Remedial Massage (Myotherapy) or 22248VIC Advanced Diploma of Myotherapy or Bachelor degree level gained from an Australian Registered Training Organisation (RTO)
- (5) A commitment to CPE as listed per level under 'What are my CPE requirements?' found on page 2

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 involving direct client/patient care.
- Encourages all aspects of clinical practice as well as activities associated in managing a small business eg bookkeeping, advertising and marketing, research, law and ethics.

- 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.

What are my CPE requirements?

All levels of membership are to achieve a minimum of 20 CPE points of education over each year of membership

One hour of activity generally equates with one CPE point. For example, an all day seminar/workshop involves attendance as well as study of the reading material normally allocated expected completion time by the person delivering.

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

CPE and Non-Practising Members

As members may be non-practicing for a number of reasons eg maternity leave, recovery from illness, family illness, travelling overseas etc, they are not required to complete the CPE allocated to their level of membership. CPE is only applicable to practicing members.

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 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.

Please note: Watching youtube videos is not accepted for CPE points

They are great for learning but unless there is some assessment process attached to them there is no real evidence to provide CPE points.

Examples of Activities that qualify for CPE Points

Activity	Points	Evidence
Main massage qualification for accreditation: General Member	20	AQF Certificate issues by RTO or University
Certificate IV Massage Therapy	30	Proof of completion
Diploma of Remedial Massage	40	
Advance Diploma of Remedial Massage (Myotherapy)	40	
Bachelor of Health Science (Musculoskeletal Therapy)	40	
Postgraduate study in any area of complementary medicine: Graduate Diploma	50	Postgraduate Certificate Proof of completion
Masters	50	
PhD	50	
Courses 50 +hours in clinical practice or business management of the clinic	20	Proof of completion
All day seminars, workshops or conferences	1 point per hour	Proof of attendance
Two day seminars, workshops or conferences	1 point per hour	
Half day seminars, workshops or conferences	1 point per hour	Proof of attendance
Participation with a club or organisation where the practitioner is involved in using their qualification/experience	1 point per hour	Proof of participation with number of hours
Professional seminars by telephone	1 point per hour	Proof of participation with number of hours
Webinar	1 point per hour	Proof of attendance
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/Proof of Library loan
Professional development through instructional DVD's and CD-ROMs	5 points per material	Proof of purchase/Proof of Library loan
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 e.g. local Study Group	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 points	Copy of the book or DVD
Writing a published article related to clinical practice or clinic business	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	10 points	Proof of attendance
Production of Evidence Based Practice Promotion brochures/ client education newsletters/flyers	5 points each	Copy of Evidence based Practice material
First Aid – Level 2	10	Proof of completion
CPR update	5	Proof of completion

Please note: Watching: youtube videos is not accepted for CPE points



CPE Record 2016 - 2017

Name: _____

Member Number: _____

MINIMUM CPE POINTS REQUIRED ALL MEMBERS: 20 CPE

Date	Activity	Points	Evidence

Please note: Watching: youtube videos is not accepted for CPE points

OFFICE USE ONLY:			
CPE Record checked by:		CPE Member Record Updated by:	
Date:		Date:	