

## Gaining accreditation for Continuing Professional Development Programs

### Summary of professional body requirements

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Most professional colleges and organisations accept educational programs and activities developed by external providers as part of their continuing professional development program. In some instances, it is down to the individual learner to determine whether an activity is relevant to their professional development. In others, the organisation provides an approved list of accredited programs or education providers. Some professional bodies accredit individual programs or activities for a particular number of CPD points based on the educational value of the activity.

This section provides a summary of the steps involved in seeking accreditation for educational programs for different professional bodies. It is recommended that educational developers review relevant information before developing a new program, as accreditation is likely to be dependent on a particular approach to planning and development.

For more information click on the links below:

- ▶ [Australian Association of Social Workers \(AASW\)](#)
- ▶ [Australian College of Rural and Remote Medicine \(ACRRM\)](#)
- ▶ [Australian Institute of Radiography \(AIR\)](#)
- ▶ [Australian Physiotherapy Association \(APA\)](#)
- ▶ [Australian Psychological Society \(APS\)](#)
- ▶ [Dietitians Association of Australia \(DAA\)](#)
- ▶ [Pharmaceutical Society of Australia](#)
- ▶ [Royal Australian College of General Practitioners \(RACGP\)](#)
- ▶ [Royal Australian and New Zealand College of Obstetricians and Gynaecologists \(RANZCOG\)](#)
- ▶ [Royal Australasian College of Pathologists \(RCPA\)](#)
- ▶ [Royal Australasian College of Physicians \(RACP\)](#)
- ▶ [Royal Australian and New Zealand College of Radiologists \(RANZCR\)](#)
- ▶ [Royal Australian and New Zealand College of Radiologists \(RANZCR\) Faculty of Radiation Oncology](#)
- ▶ [Royal Australasian College of Surgeons \(RACS\)](#)

## Australian Association of Social Workers (AASW) <http://www.aasw.asn.au>

<b>Relevant for:</b>	Social workers
<b>Program name:</b>	Continuing Professional Education program
<b>CPD process:</b>	12-month cycle with points <a href="http://www.aasw.asn.au/profdev/index.htm">http://www.aasw.asn.au/profdev/index.htm</a> More information: <a href="http://www.cancerlearning.org.au/docs/college_cpd_info_for_hub_060508.pdf">http://www.cancerlearning.org.au/docs/college_cpd_info_for_hub_060508.pdf</a>
<b>Accreditation:</b>	AASW- sponsored or endorsed activities attract double points Six categories of appellation: <ul style="list-style-type: none"><li>• AASW member</li><li>• Recognised school of social work</li><li>• Other academic study program</li><li>• Individual non-member education/training provider</li><li>• Not-for-profit organisation/for-profit organisations with annual turnover not exceeding \$500,000</li><li>• Not-for-profit organisation/for-profit organisations with annual turnover exceeding \$500,000</li></ul>
<b>Process for seeking accreditation:</b>	Checklist and application form available at link below Application for appellation encouraged during early stages of development to ensure educational validity
<b>Processing time:</b>	Minimum processing time 10 days
<b>Required records:</b>	Written evidence of completion must be provided to each participant to indicate number of credits achieved and registration number of course Record of successful attendees must be maintained by provider for 2 years after the activity OR list of names supplied to AASW
<b>Fee for accreditation:</b>	Dependent on category of appellation – see guidelines for more information
<b>Enquiries:</b>	<a href="mailto:aaswnat@aasw.asn.au">aaswnat@aasw.asn.au</a> or tel 02 6270 7200
<b>More information:</b>	<a href="http://www.aasw.asn.au/adobe/about/CPE_Appellation_guidelines.pdf">http://www.aasw.asn.au/adobe/about/CPE_Appellation_guidelines.pdf</a>

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**Australian College of Rural and Remote Medicine (ACRRM) <http://www.acrrm.org.au>**

<b>Relevant for:</b>	Rural medical practitioners
<b>Program name:</b>	Professional Development Program (PDP)
<b>CPD process:</b>	3-year cycle with points More information: <a href="http://www.cancerlearning.org.au/docs/college_cpd_info_for_hub_060508.pdf">http://www.cancerlearning.org.au/docs/college_cpd_info_for_hub_060508.pdf</a>
<b>Accreditation:</b>	Available for educational events and peer-review groups
<b>Process for seeking accreditation:</b>	Forms and guides available at link below
<b>Processing time:</b>	Applications reviewed by PDP Committee every fortnight Providers usually advised of accreditation status and PDP point allocation within 1 month of receipt of application
<b>Required records:</b>	Written evidence of completion must be provided to each participant Attendance list must be forwarded to ACRRM within 1 month of activity Evaluation summary must be forwarded to ACRRM within 2 months of activity
<b>Fee for accreditation:</b>	No charge
<b>Enquiries:</b>	<a href="mailto:pdp@acrrm.org.au">pdp@acrrm.org.au</a> or tel 1800 223 226
<b>More information:</b>	<a href="http://www.acrrm.org.au/main.asp?NodeID=3627">http://www.acrrm.org.au/main.asp?NodeID=3627</a>

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## Australian Institute of Radiography (AIR) <http://www.air.asn.au>

<b>Relevant for:</b>	Radiographers and Radiation therapists
<b>Program name:</b>	AIR Continuing Professional Development Program
<b>CPD process:</b>	3-year cycle with credits More information: <a href="http://www.cancerlearning.org.au/docs/college_cpd_info_for_hub_060508.pdf">http://www.cancerlearning.org.au/docs/college_cpd_info_for_hub_060508.pdf</a>
<b>Accreditation:</b>	Five types of appellation: <ul style="list-style-type: none"><li>• Affiliate appellation (for AIR groups and affiliates)</li><li>• Clinical appellation (event)</li><li>• Clinical appellation (annual)</li><li>• Corporate appellation (event)</li><li>• Corporate appellation (annual)</li></ul>
<b>Process for seeking accreditation:</b>	Guidelines, checklist and program design template available at link below
<b>Processing time:</b>	Contact AIR for more information
<b>Required records:</b>	Written evidence of completion must be provided to each participant Record of successful attendees must be maintained by provider for 3 years after the activity OR list of names supplied to AIR Evaluation must be completed (survey or open discussion forum)
<b>Fee for accreditation:</b>	Dependent on category of appellation – see guidelines for more information
<b>Enquiries:</b>	<a href="mailto:cpd@air.asn.au">cpd@air.asn.au</a> or tel: 03 3 9419 3336
<b>More information:</b>	<a href="http://www.air.asn.au/html/s02_article/article_view.asp?nav_top_id=57&amp;nav_cat_id=228&amp;art_id=278">http://www.air.asn.au/html/s02_article/article_view.asp?nav_top_id=57&amp;nav_cat_id=228&amp;art_id=278</a>

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**Australian Physiotherapy Association (APA) [www.physiotherapy.asn.au](http://www.physiotherapy.asn.au)**

<b>Relevant for:</b>	Physiotherapists
<b>Program name:</b>	Continuing Professional Development Scheme
<b>CPD process:</b>	3-year cycle with points More information: <a href="http://www.cancerlearning.org.au/docs/college_cpd_info_for_hub_060508.pdf">http://www.cancerlearning.org.au/docs/college_cpd_info_for_hub_060508.pdf</a>
<b>Accreditation:</b>	No accreditation of non-APA activities APA-run events attract double points
<b>Process for seeking accreditation:</b>	N/A
<b>Processing time:</b>	N/A
<b>Required records:</b>	No requirement for educational provider; individual responsibility to record activity
<b>Fee for accreditation:</b>	N/A
<b>Enquiries:</b>	<a href="mailto:national.office@physiotherapy.asn.au">national.office@physiotherapy.asn.au</a> or tel (03) 9092 0888
<b>More information:</b>	Contact APA for more information

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## Australian Psychological Society (APS) <http://www.psychology.org.au/>

<b>Relevant for:</b>	Psychologists APS has nine member colleges
<b>Program name:</b>	APS Professional Development Program
<b>CPD process:</b>	Points based. Contact APS for more information
<b>Accreditation:</b>	APS provides a 12-month single-event endorsement or an APS annual licence (for providers offering 3 events or more each year) Specialist endorsement points can be sought from the relevant member college
<b>Process for seeking accreditation:</b>	Guidelines and application forms available at the link below
<b>Processing time:</b>	Typically within 20 working days
<b>Required records:</b>	Evaluation process required
<b>Fee for accreditation:</b>	No charge for APS constituents Single event endorsement fee: <ul style="list-style-type: none"><li>• \$220 (GST inclusive) per activity for APS members who are not sponsored by an APS College, Branch or Interest Group</li><li>• \$330 (GST inclusive) per activity for non-members</li></ul> Annual licence: <ul style="list-style-type: none"><li>• \$800 (GST inclusive) in the first year and \$550 (GST inclusive) every consecutive year thereafter.</li></ul>
<b>Enquiries:</b>	<a href="mailto:d.verbyla@psychology.org.au">d.verbyla@psychology.org.au</a> or tel: (03) 8662 3300
<b>More information:</b>	<a href="http://www.psychology.org.au/pd_events/pd/endorsement/#s5">http://www.psychology.org.au/pd_events/pd/endorsement/#s5</a>

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**Dietitians Association of Australia (DAA) <http://www.daa.asn.au>**

DAA does not accredit activities

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**Pharmaceutical Society of Australia** <http://www.psa.org.au>

<b>Relevant for:</b>	Pharmacists
<b>Program name:</b>	Continuing Professional Development and Practice Improvement Program
<b>CPD process:</b>	Continuous cycle with points More information: <a href="http://www.cancerlearning.org.au/docs/college_cpd_info_for_hub_060508.pdf">http://www.cancerlearning.org.au/docs/college_cpd_info_for_hub_060508.pdf</a>
<b>Accreditation:</b>	External providers may seek approval of activities by PSA
<b>Process for seeking accreditation:</b>	Guidelines and forms for state-based or national activities available at link below
<b>Processing time:</b>	Applications should be submitted 2 months in advance
<b>Required records:</b>	Record of attendees must be supplied to PSA within 1 week of activity
<b>Fee for accreditation:</b>	Administration fee applies - contact PSA for more information
<b>Enquiries:</b>	<a href="mailto:education@psa.org.au">education@psa.org.au</a>
<b>More information:</b>	<a href="http://www.psa.org.au/site.php?id=1348">http://www.psa.org.au/site.php?id=1348</a>

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**Royal Australian College of General Practitioners (RACGP) <http://www.racgp.org.au>**

<b>Relevant for:</b>	General practitioners
<b>Program name:</b>	Quality Assurance and Continuing Professional Development Program
<b>CPD process:</b>	3 year cycle with points More information: <a href="http://www.cancerlearning.org.au/docs/college_cpd_info_for_hub_060508.pdf">http://www.cancerlearning.org.au/docs/college_cpd_info_for_hub_060508.pdf</a>
<b>Accreditation:</b>	Providers can seek endorsement of individual activities or can become accredited providers by undertaking training Accredited providers can approve their own courses/activities Provider package available for one-off fee Set of principles and guidelines for activities available at link below
<b>Process for seeking accreditation:</b>	Endorsed and Accredited Providers need to submit an activity notification form for each activity they offer to GPs using the online Provider services. Education Providers who are not endorsed or accredited need to submit a completed an activity application form Forms available on QA&CPD website
<b>Processing time:</b>	Contact RACGP for more information
<b>Required records:</b>	GPs must be provided with feedback form and certificate of attendance Attendance list and activity report must be submitted to RACGP
<b>Fee for accreditation:</b>	Costs depend on approach taken; see fee for service table in the following document <a href="http://www.racgp.org.au/Content/NavigationMenu/educationandtraining/QACPD/Providerpackage/2008QACPD_ProviderPkg.pdf">http://www.racgp.org.au/Content/NavigationMenu/educationandtraining/QACPD/Providerpackage/2008QACPD_ProviderPkg.pdf</a>
<b>Enquiries:</b>	<a href="mailto:gacpd@racgp.org.au">gacpd@racgp.org.au</a> or tel: 03 8699 0510
<b>More information:</b>	<a href="http://www.racgp.org.au/gacpd/20082010triennium/providerforms">http://www.racgp.org.au/gacpd/20082010triennium/providerforms</a>

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**Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) <http://www.ranzcog.edu.au>**

<b>Relevant for:</b>	Gynaecological oncologists
<b>Program name:</b>	Continuing Professional Development Program
<b>CPD process:</b>	3-year cycle with points More information: <a href="http://www.cancerlearning.org.au/docs/college_cpd_info_for_hub_060508.pdf">http://www.cancerlearning.org.au/docs/college_cpd_info_for_hub_060508.pdf</a>
<b>Accreditation:</b>	Meetings and risk management activities may be approved for CPD points; points can be increased by using pre- and post-activity multiple choice questions (MCQs)
<b>Process for seeking accreditation:</b>	Application for meeting accreditation can be downloaded from the RANZCOG website <a href="http://www.ranzcog.edu.au/meetingsconferences/meetingaccreditation.shtml">http://www.ranzcog.edu.au/meetingsconferences/meetingaccreditation.shtml</a>
<b>Processing time:</b>	Minimum 10 days Applications involving MCQs must be submitted 6 weeks prior to the meeting date
<b>Required records:</b>	Requires certificate of attendance to be supplied to participants
<b>Fee for accreditation:</b>	Contact RANZCOG for more information
<b>Enquiries:</b>	<a href="mailto:vspark@ranzcog.edu.au">vspark@ranzcog.edu.au</a> or tel: 03 9412 2921
<b>More information:</b>	<a href="http://www.ranzcog.edu.au/fellows/cpd.shtml">http://www.ranzcog.edu.au/fellows/cpd.shtml</a>

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**Royal Australasian College of Pathologists (RCPA) <http://www.rcpa.edu.au>**

<b>Relevant for:</b>	Pathologists
<b>Program name:</b>	Continuing Professional Development Program (CPDP)
<b>CPD process:</b>	5-year cycle based on hours of activity More information: <a href="http://www.cancerlearning.org.au/docs/college_cpd_info_for_hub_060508.pdf">http://www.cancerlearning.org.au/docs/college_cpd_info_for_hub_060508.pdf</a>
<b>Accreditation:</b>	No process for accreditation or endorsement of activities
<b>Process for seeking accreditation:</b>	N/A
<b>Processing time:</b>	N/A
<b>Required records:</b>	N/A
<b>Fee for accreditation:</b>	N/A
<b>Enquiries:</b>	<a href="mailto:cpdp@rcpa.edu.au">cpdp@rcpa.edu.au</a>
<b>More information:</b>	Contact RCPA for more information

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**Royal Australasian College of Physicians (RACP) <http://www.racp.edu.au/>**

<b>Relevant for:</b>	Broad range of general and specialist physicians involved in cancer care, including palliative care
<b>Program name:</b>	My CPD program
<b>CPD process:</b>	1 year cycle with credits More information: <a href="http://www.cancerlearning.org.au/docs/college_cpd_info_for_hub_060508.pdf">http://www.cancerlearning.org.au/docs/college_cpd_info_for_hub_060508.pdf</a>
<b>Accreditation:</b>	N/A
<b>Process for seeking accreditation:</b>	N/A
<b>Processing time:</b>	N/A
<b>Required records:</b>	Evidence that the activity has been completed eg. attendance certificate, diary entries, professional development plans Should be an opportunity for feedback on learning eg through written test Evaluation component should be included
<b>Fee for accreditation:</b>	N/A
<b>Enquiries:</b>	<a href="mailto:mycpd@racp.edu.au">mycpd@racp.edu.au</a> or tel 02 8247 6237/9
<b>More information:</b>	<a href="http://www.racp.edu.au/index.cfm?objectid=49F1E3D0-2A57-5487-D8CB85FC2B85BB48">http://www.racp.edu.au/index.cfm?objectid=49F1E3D0-2A57-5487-D8CB85FC2B85BB48</a>

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**Royal Australian and New Zealand College of Radiologists (RANZCR)**  
<http://www.ranzcr.edu.au>

RANZCR does not accredit activities

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**Royal Australian and New Zealand College of Radiologists (RANZCR) Faculty of  
Radiation Oncology <http://www.ranzcr.edu.au>**

RANZCR does not accredit activities

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**Royal Australasian College of Surgeons (RACS)** <http://www.surgeons.org/>

<b>Relevant for:</b>	Surgeons
<b>Program name:</b>	Continuing Professional Development Program
<b>CPD process:</b>	3 year cycle with points More information: <a href="http://www.cancerlearning.org.au/docs/college_cpd_info_for_hub_060508.pdf">http://www.cancerlearning.org.au/docs/college_cpd_info_for_hub_060508.pdf</a>
<b>Accreditation:</b>	Activities can be accredited for CME points – number of points varies by activity
<b>Process for seeking accreditation:</b>	Guidelines and forms available at link below
<b>Processing time:</b>	Decisions typically within 3 weeks of submission RACS recommends submission of applications well in advance in case of issues
<b>Required records:</b>	Evaluation must be included Certificate of attendance must be supplied
<b>Fee for accreditation:</b>	No fee
<b>Enquiries:</b>	<a href="mailto:cpd@surgeons.org">cpd@surgeons.org</a>
<b>More information:</b>	<a href="http://www.surgeons.org/GuidetoCME.pdf">www.surgeons.org/GuidetoCME.pdf</a>

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