



Continuing Professional Development (CPD) Guidelines

A COPY OF YOUR CPD RECORD IS REQUIRED WITH YOUR MEMBERSHIP RENEWAL

- To fulfil AKA practitioner member requirements, 20 credit points must be accumulated each membership year
- Of these 20 credit points, 7 points must be Kinesiology related credit points. These points can be gained by attending activities related to items; 1-14, 20, 21, 23, 24 and 30 from the CPD Activity List
- If you complete 40 or more points in one year, only a **maximum of 20 CPD points may be carried forward** i.e. this will be counted as 2 years worth of CPD
- 20 CPD Points are due on the 1st day of the membership year
- Only submit CPD activity completed from **the previous membership year (example if CPD is due 1st July 2024, then you are required to submit CPD carried out between 1st July 2023 and 30th June 2024)**

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 CPD audits of practitioner members to validate that CPD records submitted are true and correct. Penalties apply for non-compliance. Any document listed on the CPD form can be requested.

WHO CAN SIGN YOUR CPE

AKA AGM's attendance can be verified from the AGM minutes.

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

AKA National Activities may be signed by Management Committee or hosting AKA representative.



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

HAVING DIFFICULTY COMPLETING YOUR FORM?

If you are stuck or unsure about your CPD contact the AKA office for support: e-mail: enquiries@aka.asn.au or Tel- 03 9898 7406

CONDITION OF MEMBERSHIP

Ongoing CPD is a condition of membership for practitioners. It is your responsibility to ensure that you keep up to date with your CPD requirements. If your CPD record form 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.

 AKA Continuing Professional Development (CPD) Accepted Activity Sheet 			
Item	CPD Activity	Points Value	Evidence Required
1	AKA National Conference (face-to-face or online)	1 point per hour of attendance Maximum 20 points per annum	Official signed certificate of attendance
2	AKA AGM or AKA General Meeting	3 points per meeting	Committee signed CPD form
3	Other AKA recognised Kinesiology Conference e.g., IKC, AIK	1 point per hour of attendance Maximum 10 points per annum	Official signed certificate of attendance
4	Presentation of paper at AKA or other AKA recognised Kinesiology conference	3 points per presentation Maximum 9 points per annum	Proof of presentation
5	Publication of article - 'In Touch' magazine or other peer reviewed wellbeing journal	1 point for 300-600 words; 2 points for 600-1200 words; 3 points for 1200+ words Maximum 9 points per annum	Copy of article along with issue details
6	Author or joint author of new AKA accredited course - 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 - claimable once	20 points	Copy of published book
8	AKA accredited course	1 point per hour of tuition Maximum 20 points per annum	Official signed certificate of attendance
9	Kinesiology course that is NOT AKA accredited	1 point per 2 hours of attendance Maximum 10 points p.a.	Official signed certificate of attendance
10	AKA Approved teaching, supervision or mentoring	1 point for 2 hours of teaching, supervision or mentoring Maximum of 5 points per annum	Copy of class list
11	Volunteer work using Kinesiology techniques for community agency/project	1 point per 2 hours of attendance Maximum 5 points per annum	Written proof of attendance by project leader
12	Submission of approved EBR in Kinesiology (eg case studies) to AKA-EBR group	5 points per approved case study Capped at 10 points per annum	Copy of EBR study or official EBR signed document
13	Attendance at AKA-EBR approved meeting	1 point per hour of attendance Maximum 5 points per annum	Copy of minutes with your noted attendance or official signed doc.
14	AKA approved Kinesiology modality's own CPD requirements	Point for point Maximum 20 points per annum	Official signed certificate of attendance
15	***Non-Kinesiology courses that relate to and enhance Kinesiology clinical practice	1 point per 2 hours of attendance Maximum 10 points p.a.	Official signed certificate of attendance
16	Professional development through technical books, CD Rom	1 point per item Maximum 5 points per annum	Proof of purchase/registration
17	Professional online courses/webinars/podcasts that relate to/enhance Kin. clinical practice	1 point per 1 hr for AKA approved webinars/podcasts	Proof of registration
		1 point per 2 hours of attendance non-AKA webinars/podcasts Maximum 10 points per annum for non-AKA approved	Proof of registration
18	AKA In Touch Magazine subscription	Maximum 5 points per annum	List of Kinesiology articles read
19	Paid subscription health/wellbeing journal	Maximum 5 points per annum	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 Maximum 10 points per annum	Formal documentation from supervising and qualified instructor at the session
21	AKA approved meeting that includes presentation relevant to Kinesiology	1 point per hour Capped at 2 points per meeting Maximum 6 points per annum	Signed CPDecord
22	***CPD gained to fulfil other health modality requirements that can be applied to your Kinesiology practice e.g. Naturopathy, Homoeopathy, Psychology etc.	Point for point Maximum 10 points per annum 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 Maximum 5 points per annum	Written evidence of participation from group leader plus outline of discussions
24	Active participation in the AKA Management Committee or AKA sub-committee	1 point per 2 hours of attendance Maximum 10 points per annum	Copy of minutes with your noted attendance or official signed doc.
25	ATMS providers of CPD seminars that can be directly related to Kinesiology practice.	Point for point Maximum 10 points per annum	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 Maximum 3 points per annum	Official signed documentation

27	Provide First Aid Course (CPR inclusive)	10 points	Certificate of attendance
28	CPR only- update	4 points	Certificate of attendance
29	AKA Approved Event	1 point per hour Maximum 5 points per annum	Certificate of attendance
30	Online Kinesiology Conference Package	Maximum 11 points per annum	Proof of purchase - receipt
31	Mental Health First Aid Course	10 points	Certificate of attendance

*** **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 CPD. AKA scope of practice excludes prescribing or dispensing of supplements homoeopathy, herbs etc. Note: Flower essence workshops can be claimed as CPD. Contact the AKA if further clarification required.



AKA PRACTITIONER CONTINUING PROFESSIONAL DEVELOPMENT (CPD) RECORD ending 30th June 2024

*I hereby state that all information on this form is true and correct. **This form must be signed and dated by the AKA member***

Date: _____ Signed: _____ Print Name: _____

Example Only

Date Activity	CPD Activity List Item No.	Brief Description of Activity	Points	Proof: You must be able to verify CPD activity with either verification signature OR proof of attendance example: receipt/certificate if audited
July 2023-June 2024	18	AKA In Touch Magazine Membership Subscription	5	Membership renewal, tax receipt
<u>Total Points Accrued</u>				

NOTE: Record form must contain a summary of all CPD being submitted for this year. Do not include supporting documents. You must be able to verify CPD activity with either verification signature OR proof of attendance eg receipt/certificate if audited.