



## Continuing Professional Education (CPE) Guidelines

### A COPY OF YOUR CPE RECORD IS REQUIRED WITH YOUR MEMBERSHIP RENEWAL

- To fulfil AKA practitioner member requirements, 20 credit points must be accumulated each membership year
- If you complete 40 or more points in one year, only a **maximum of 20 CPE points may be carried forward**. i.e. this will be counted as 2 years worth of CPE.
- 20 CPE Points is due on the 1st day of the membership year
- Only submit CPE activity completed from **the previous membership year (example if CPE is due 1st July 2020, then you are required to submit CPE carried out between 1st July 2019 and 30th June 2020)**

### 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 CPE audits of practitioner members to validate that CPE records submitted are true and correct. Penalties apply for non-compliance. Any document listed on the CPE 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 CPE contact the AKA office for support: e-mail: [enquiries@aka.asn.au](mailto:enquiries@aka.asn.au) or Tel- 03 9898 7406

### CONDITION OF MEMBERSHIP

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

 <b>AKA Continuing Professional Education (CPE) Accepted Activity Sheet</b> 			
Item	CPE Activity	Points Value	Evidence Required
1	AKA National Conference	1 point per hour of attendance <b>Maximum 20 points per annum</b>	Official signed certificate of attendance
2	AKA AGM or AKA General Meeting	3 points per meeting	Committee signed CPE form
3	Other AKA recognised Kinesiology Conference e.g., IKC, AIK	1 point per hour of attendance <b>Maximum 10 points per annum</b>	Official signed certificate of attendance
4	Presentation of paper at AKA or other AKA recognised Kinesiology conference	3 points per presentation <b>Maximum 9 points per annum</b>	Proof of presentation
5	Publication of article - 'In Touch' magazine or other peer reviewed wellbeing journal	3 points per article <b>Maximum 9 points per annum</b>	Copy of article along with issue details
6	Author or joint author of new <b>AKA accredited course</b> - 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 - <b>claimable once</b>	20 points	Copy of published book
8	AKA accredited course	1 point per hour of tuition <b>Capped at 8 hours per day</b>	Official signed certificate of attendance
9	Kinesiology course that is NOT AKA accredited	1 point per 2 hours of attendance <b>Maximum 10 points p.a.</b>	Official signed certificate of attendance
10	AKA organised specific training day	1 point per hour of attendance <b>Capped at 8 points per day</b>	Official signed certificate of attendance
11	Volunteer work using <b>Kinesiology</b> techniques for community agency/project	1 point per 2 hours of attendance <b>Maximum 5 points per annum</b>	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 <b>Capped at 10 points per annum</b>	Copy of EBR study or official EBR signed document
13	Attendance at AKA-EBR approved meeting	1 point per hour of attendance <b>Maximum 5 points per annum</b>	Copy of minutes with your noted attendance or official signed doc.
14	AKA approved Kinesiology modality's own CPE requirements	Point for point <b>Maximum 20 points per annum</b>	Official signed certificate of attendance
15	***Non-Kinesiology courses that relate to and enhance Kinesiology clinical practice	1 point per 2 hours of attendance <b>Maximum 10 points p.a.</b>	Official signed certificate of attendance
16	Professional development through technical books, CD Rom	2 points per item <b>Maximum 5 points per annum</b>	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 <b>Maximum 10 points per annum for non-AKA approved</b>	Proof of registration
18	AKA In Touch Magazine subscription	<b>Maximum 5 points per annum</b>	List of Kinesiology articles read
19	Paid subscription health/wellbeing journal	<b>Maximum 5 points per annum</b>	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 <b>Maximum 10 points per annum</b>	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 <b>Maximum 6 points per annum</b>	Signed CPE record
22	***CPE gained to fulfil other health modality requirements that can be applied to your Kinesiology practice e.g. Naturopathy, Homoeopathy, Psychology etc.	Point for point <b>Maximum 10 points per annum</b> 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 <b>Maximum 5 points per annum</b>	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 <b>Maximum 10 points per annum</b>	Copy of minutes with your noted attendance or official signed doc.
25	ATMS providers of CPE seminars that can be directly related to Kinesiology practice.	Point for point <b>Maximum 10 points per annum</b>	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 <b>Maximum 3 points per annum</b>	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	5 points per member per day	Certificate of attendance

		<b>Maximum 5 points per annum</b>	
30	AKA Approved Teaching	1 point for 5 hours of teaching. <b>Maximum of 5 points per annum</b>	Copy of class list

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



