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THE AUSTRALIAN REGISTER OF HOMOEOPATHS LTD

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Guide to Recording and Reporting CPD Points

AROH's "Code of Professional Conduct" specifies that registrants should participate "in educational activities that develop their professional performance throughout their working lives."

- Registrants must accumulate an **average of 20 points per year**, measured over the 3 years before each renewal. New registrants will require pro rata points in accordance with the letter they received when their registration was approved.
- This must include an **average of 10 points per year from Group A Activities**, measured over the 3 years before each renewal (See attached Table of Activities)
- **No points will be accredited** for consultations (paid or unpaid) or association support work. However, Activities 3 and 4 may be used to record study for a patient's management, providing a written summary of what has been learnt from the activity is kept.
- More detailed CPD Guidelines may be found on the AROH website.

Please record your CPD points on the "Continuing Professional Development (CPD) Annual Record. Please note that NO OTHER FORMAT WILL BE ACCEPTED.

1. Complete the demographic details at the top of the form. **Be sure to include your AROH registration number.**
2. Enter the details of each activity in the body of the form including the date, the nature of the activity and the activity number given in the *Table of CPD Activities, Points and Required Evidence*.
3. Enter points as either Group A (Homoeopathic content) or Group B (Other content) as shown in the Table of Activities.
4. Ensure that evidence is available for each CPD activity claimed and indicate this in the "Type of evidence available" column.
5. **DO NOT** submit your evidence to AROH but keep it on file, so that it may be produced, if requested, for auditing by AROH.
6. Read and complete the **Statement** at the bottom of the form.
7. Make and retain a copy of the completed form for your records and submit the original to AROH with your other documents for registration.
8. If you have any difficulties completing your CPD form, please email exec@aroh.com.au.

Sample activity sheet-

Date	Activity No.	Activity	Group A points	Group B points	Type of evidence available
1/1/05	1	Seminar - Joe Bloggs "Homoeopathy and Allergy"	7		CPD certificate
1/3/05	4	Publication - "Treating Children with Homoeopathy" Simillimum, March 2005. 5000 words	1		Learning summary.
1/5/05	12	Senior First Aid Certificate - St. John's Ambulance		6	Copy of Certificate
1/7/05	3	Private Study Multimedia - "Treatment of Diabetes by Homoeopathy"	6		Written summary
TOTAL			14 +	6	= 20