



## 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.
- 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)
- New registrants will require pro rata points in accordance with the letter they received when their registration was approved.
- **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.
- **Activities 3 & 4** - Learning summaries should include all the information that expanded your prior understanding of the subject.
- **Activities 6 & 7** - Points claimed here are intended to recognise the clinical development that may be gained while teaching. The time spent preparing for these activities can be separately claimed under other Activities eg 3, 4 or 5.
- **Activities 8 & 9** - Provings and other research activities can be claimed for CPD points. Because research activities vary greatly in their impact on a homeopath's education, it is necessary for us to read the publication before deciding on the appropriate point accreditation, to maintain coherence with the rest of the CPD system. Many people may be involved in a proving, but only those who write up the proving for publication will be eligible for CPD points.
- **Activity 12** – The mentor is the person who *gives* professional support. The Mentee is the person who *receives* the professional support.
- The AROH CPD policy document may be found at: [www.aroh.com.au](http://www.aroh.com.au) under 'Policies & Guidelines'.

### 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.
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](mailto:exec@aroh.com.au).

### Sample activity sheet

Date	Activity No.	Activity	Group A points	Group B points	Type of evidence available
1/1/11	1	Seminar - Joe Bloggs "Homoeopathy and Allergy"	7		CPD certificate
1/3/11	4	Publication - "Treating Children with Homoeopathy" Simillimum, March 2005. 5000 words	1		Learning summary
1/5/11	12	Senior First Aid Certificate - St. John's Ambulance		6	Copy of Certificate