

## CPD GUIDE

### Current Cycle 1 July 2025 – 30 June 2026

**The ACAud Inc. HAASA (ACAud) Continuing Professional Development (CPD)** program is designed to ensure members maintain, improve, and expand their knowledge, skills, and competencies relevant to the field of audiology. By fulfilling the CPD requirements each cycle, along with obtaining a minimum of 200 hours of professional practice, members not only maintain their Certificate of Clinical Practice (CCP) but also stay current with evolving industry standards, regulations, and best practices. Professional practice is not limited to the provision of direct clinical care and may include roles involving client interaction, as well as roles in management, administration, education, advisory, regulatory, or policy development. Ultimately, CPD empowers audiologists and audiometrists to adapt to the ever-changing healthcare landscape, remain at the forefront of audiology, and continue delivering high-quality care to the communities they serve.

**Full Members, Fellows and Full Member – Interns** are required to participate in Continuing Professional Development (CPD). This is a requirement of our sector Code of Conduct, Scope of Practice and the ACAud membership declaration that members make each year.

At the end of each cycle, members will be audited to ensure compliance.

### ANNUAL REQUIREMENTS

<b>Full Members and Fellows</b>	<b>20 CPD points</b>
<b>Full Member - Interns</b>	<b>20 CPD points</b>
<b>All other membership categories</b>	<b>Not CPD obligated</b>

- **Mandatory conference requirement** – Members are no longer required to attend a mandatory conference as part of the CPD obligations.
- **Pro rata points** – Members who join after a CPD cycle has commenced will have their CPD obligations prorated to the months of active membership.
- **Leave** – CPD requirements may be adjusted in cases of parental leave or other extended leave. Members are encouraged to contact the Secretariat to discuss their circumstances, and requests will be considered on an individual basis.

## FAQs

### 1. What activities cannot be claimed?

- First aid courses
- Clinic meetings
- Onboarding/Induction Training

### 2. Can I claim supervision of a student?

Yes. Supervision of a student from a tertiary institution, as well as an audiology intern registered with ACAud or Audiology Australia (AudA), is an eligible activity.

### 3. Why won't the system accept my entry?

The system will not allow the entry of an activity unless there is support documentation uploaded to verify the activity (PDF required).

### 4. Why does my total CPD points not add up correctly?

If you enter more CPD points than the capped limit for a particular activity, the system will only credit the maximum allowable points. While the full amount entered may be visible, only the capped value will count toward your total.

### 5. What happens if I do not meet my CPD obligations by the end of the cycle?

Your Certificate of Clinical Practice (CCP) is dependent on your CPD compliance, along with obtaining a minimum of 200hrs of clinical work. Failure to comply may result in the revocation of your CCP certificate and your ability to practice. Additionally, Hearing Services Program (HSP) will be notified.

### 6. Is there any provisions or allowances for extenuating circumstances?

In some cases, leniency may be granted. A request must be submitted to the Secretariat for review and approval. Each case is assessed individually based on the information provided.

### 7. Do I need to earn full CPD points if I am employed on a casual or part time basis?

Yes. All practising members are required to meet the full CPD points requirement, regardless of whether they are employed on a casual, part-time, or full-time basis. This ensures consistent professional standards and currency of practice across the profession.

## REQUIREMENTS

### Support documentation

Entries in your CPD record in the member portal will not be accepted without adequate support documentation. Support documentation must show:

- Event title and/or endorsement code
- Duration of activity (excluding meal breaks)
- Member Name or ACAud inc. HAASA member number
- Date completed

Examples of adequate support documentation:

- Intern Supervision – Supervisory Plan
- Event attendance – certificate of attendance
- Online Course – certificate of completion

### Endorsed webinars

Endorsed webinars must include a quiz, which serves as verification that the member has viewed and understood the content. Members will receive 0.5 CPD points upon achieving a passing score of 70% or higher.

### Independent Conferences

If you wish to attend a conference that is not on the approved list, please send us the event program for review before attending.

## HOW TO UPLOAD CPD IN THE PORTAL

1. Log into the member portal (your username is your primary email address).
2. Click 'My Account'.
3. Click 'Continuing Education Program'.
4. Choose 'Add New Activity'.
5. Select the appropriate activity category from the drop-down menu.
6. Add the event/activity details.
7. Follow the prompts and fill in as many areas as you can.
8. Ensure that all activities have support documents uploaded. If you do not attach support documentation (e.g. proof of attendance or a certificate of completion), your points may not be included in your final total.
9. Click 'Save'.
10. Repeat the process for all new entries.

## POINT ALLOCATION

ACTIVITY	DESCRIPTION	POINTS ALLOCATION PER CYCLE
ACAud Events/activities	Workshops/seminars	As advertised for each event
	<b>ACCORD Magazine</b> – written contribution	2pts/piece (4pt cap)
	<b>ACCORD Magazine</b> – reading	0.5pt/issue (2pt cap)
	<b>ACCORD Magazine</b> – completed quiz	<b>1 point per quiz (4pt cap)</b>
ACAud CPD Day	In-person attendance	6pts per day
ACAud Congress	Biennial	15 pts (100% attendance) 1pt/hr (<100% attendance) plenary sessions + 5 bonus pts Exhibition Quest
ACAud Representation	Must have written consent from ACAud prior to event	0.5pt/hr
ACAud Executive Representation	Board, Committee, and Sub-committee members only with prior approval prior to event	0.5pt/hr (4pt cap)
ACAud Examining		0.5pt/hr (4pt cap)
ACAud Volunteer	Volunteer representation on ACAud Board Committees, sub-committees, working parties, and advisory committees	<b>0.5 pt/hr (4pt cap)</b>
<b>Independent Conference</b>	Accepted Conferences: NZ Audiological Society, Acoustical Society of America, World Congress of Audiology, British Academy of Audiology Conference	As endorsed by ACAud (12pt cap)
<b>Non-ACAud Event/Activities</b>	Viewing or attending product launches, webinars, multimedia courses, cerumen management workshop etc.	1pt/hr Additional 0.5pt per event with a practical component <b>(12pt cap)</b>
<b>Intern supervision</b>	Supervision of an intern of ACAud or Diploma of Audiometry student	0.5pt/hr (6pt cap)
<b>Presenting</b>	Presenting at a conference, seminar or webinar	2pt/hr (4pt cap)
Industry Research Peer reviewed journal articles	<b>Reading</b> peer-reviewed journal articles	2pt/hr (4pt cap) 100-word reflection
	<b>Creating</b> peer-reviewed journal articles	5pts per article
<b>Delivering industry training</b>		0.5pt/hr (4pt cap)
<b>Study in audiology (excluding Diploma and below)</b>	Enrolment in a university under-graduate program or above (not including study to obtain initial qualification(s))	0.5pt/hr (4pt cap)