



Australian Institute of Kinesiologists Ltd

Industry Body Representative for Kinesiology

Continuing Professional Education Policy



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BACKGROUND

Continuing Professional Education (CPE) has become a necessary part of a professional's life. The purpose of CPE is to ensure Professional Practitioners regularly update their clinical skills and professional knowledge. It is a commitment to updating and furthering one's education.

REQUIREMENT

Participation in the CPE program is mandatory for the following membership levels:

- **Standard Level**
- **Registered Level**
- **Registered Professional and Levels above**

Members with 'Associate' and 'Student' membership level are exempt from the requirement.

To fulfil the CPE requirements of your membership level, you are required to provide the following CPE points per year (1 January to 31 December):

- **Standard Level:** **5 CPE points**
- **Registered Level:** **10 CPE points**
- **Registered Professional and Levels above:** **20 CPE points**

Members can carry over excess points from courses/workshops/online presentations - **up to 100% of their annual CPE point requirements** - from one year to the next year. Same minimum and maximum point principles apply, the activity must not have been included in previous year's CPE records. **Please note AIK Ltd AGM 10 CPE points are not permitted to be carried over to the following year's CPE.**

- Standard members: 5 CPE points
- Registered members: 10 CPE points
- Registered Professional and levels above: 20 CPE points

New Practitioner members joining on or after 1st July in any given year are only required to partake in CPE the following year, starting January. Details about CPE activities and substantiating proof have to be submitted at the end of the first full membership year, December the latest (when renewing your membership).



RECORD KEEPING

Each member is responsible for recording his or her CPE.

The CPE record and substantiating proof is to be kept safely and be readily available upon request for up to 7 years.

Evidence or Proof of Activity must be reasonably self-evident, e.g., Certificate of Attendance / Competency, receipts, signed Log Book. From time to time you might be asked to supply evidence on how it relates to your clinical practice.

CPE records can be updated and maintained online in the CPE Section, via the Member Self Service Portal. CPE records can be updated anytime throughout the year.

To access the online CPE Section, go to:

- 1) http://www.aik.org.au/members_only_area.html
- 2) Click on the 'AIK Ltd Members Only Area' Button
- 3) Input your Username and Password and select 'Login'
- 4) Select 'Manage CPE' from the Menu
- 5) In the 'My CPE' section select the purple '+ Add a Claim' button at the top right corner
- 6) Input details about your CPE activity and upload evidence
- 7) Select 'Save'
- 8) Please note that members are not able to alter records once saved. Please contact the Registrar registrar@aik.org.au if updates to an existing record are required.

Members will need to supply evidence that they have completed CPE when renewing their membership each year. The AIK Ltd Registrar or appointed AIK Ltd Director will check the online CPE records to ensure that the CPE requirement of their membership level has been met.

PRINCIPLES

The Continuing Professional Education (CPE) of each member needs to be relevant to his or her clinical practice. **Please check with the AIK Ltd National Executive Board before undertaking any training to ensure recognition for this training so you are not disappointed if CPE not approved.** It is at their discretion, using the guidelines below:

- **It applies to all seminars/workshops/courses/training associated in managing a small business NON AIK Ltd Accredited Courses, e.g., bookkeeping, social media marketing, networking seminars (relevant to clinical practice).** *Please check with the AIK Ltd National Executive Board before undertaking any training to ensure recognition (refer to the table below).*



- **It applies to seminars, workshops and conferences that encompass broad based topics (relevant to clinical practice) as well as kinesiology courses and updates required by the different modalities.**
 - ✓ Generally, one hour of activity (**refer to the table below**) equates with 1 CPE point – there is a maximum amount of CPE to be claimed.
- **Online courses for CPE purposes**
 - ✓ Generally, one hour of online education equates with 1 CPE point – **maximum points are applicable (refer to the table below)**. Must be related to your clinical practice.
- **Maximum allowable CPE points per annum (1 January to 31 December).**
 - ✓ National Executive **Committee** as Directors or subcommittee members or support board members – maximum 40 points per annum.
 - ✓ AIK Ltd Conference Committee works when attending a minimum of 80% of Conference Committee meetings – maximum 20 points per annum.
 - ✓ AIK Ltd Conference / Online International Kinesiology Conference – maximum 20 points per annum.
 - ✓ Attending **AIK Ltd approved** presentations - 2 points per event.
 - ✓ Undertaking CPE courses (non-kinesiology courses) relating to clinical practice – maximum 5 points per annum.
 - ✓ Undertaking approved Higher Education Training courses / Research project – maximum 30 points per annum.
 - ✓ Practice supervised hours with an AIK Ltd approved qualified Kinesiology instructor – maximum 10 points (1/2 point per hour).
 - ✓ Participation in Practitioner Support Program – maximum 5 points per annum.
 - ✓ Case Study Submissions – maximum 10 points per annum.
 - ✓ Volunteer work in complimentary therapy (community-based agency / project) – maximum 15 points per annum.
- **Practitioner Support Program**
 - ✓ Mentees and Mentors can claim 1 CPE point per hour (capped at 5 points per year).
 - ✓ Peer Support Participants can claim 1 CPE point per session / meeting, regardless of the duration of the session / meeting (capped at 5 points per year).
- **For Instructors**
 - ✓ 2 CPE points equals a 1-day face-to-face delivery of an AIK Ltd approved course with maximum allowable points of 40 per year. E.g., 5 days of teaching equals 10 CPE points.
- **For AIK Ltd Online Presenters**
 - ✓ 5 CPE points equals one AIK Ltd Online Event with maximum allowable points of 40 per year. E.g., 2 AIK Ltd Online Events equals 10 CPE points.
- **First Aid HLTAID011 (to be current, valid for 3 years) and CPR HLTAID009 (valid for 1 year; mandatory renewal every 3 years). **MANDATORY NO CPE POINTS – Proof of attainment required.****



ACTIVITIES THAT QUALIFY FOR CPE POINTS

Activity	Points	Evidence
AIK Ltd Conference 1 or 2 days International Kinesiology Conference	10 points per day: max 20 pts	Signed Certificate of Attendance
AIK Ltd National Annual General (AGM) Meeting	10 points	Signed Certificate of Attendance
Attending AIK Ltd approved presentations e.g., AIK Ltd Online Events; AKA Inc Online Events and ATMS Online Events	2 points per AIK event/or CPE as awarded by AKA Inc /ATMS	Signed certificate of attendance
AIK Ltd National Executive Board as Directors or subcommittee or support board members	1 point per hour / max 40 pts p.a.	AIK Ltd NE Board acknowledgement document
AIK Ltd Conference Committee works when attending min of 80% of Conference Committee meetings	Max 20 points	Signed Certificate of Attendance
AIK Ltd Online Presenters e.g., AIK Ltd Online Events	5 points per event	AIK Ltd NE Board acknowledgement document
Non accredited AIK Ltd courses: Face-to-face or online training courses, seminars related to clinical practice (other than AIK Ltd CPE courses – non-kinesiology courses - such as business courses or adjunct training such as craniosacral, EFT, energetic based courses etc). <i>Please check with the AIK Ltd to ensure recognition for this training so you are not disappointed if CPE not approved.</i>	Max 5 pts p.a.	Signed Certificate of Attendance / Competency / Assessment. <i>Must be able to demonstrate how it relates to clinical practice, if required.</i>
AIK Ltd accredited CPE courses – face-to-face/online delivery. <i>Please check with the AIK Ltd before undertaking any training to ensure recognition for this training so you are not disappointed if CPE not approved).</i>	1 point per hour of attendance	Signed Certificate of Attendance / Assessment.
AIK Ltd approved research project / adjunct kinesiology research project and Volunteer work in complementary therapies for a community-based agency/project	10 points max p.a.	The research/volunteer participants need to contact and seek approval for CPE recognition.
Practitioner Support Program: Receiving or providing Mentoring (AIK Ltd recognized Mentors only)	1 point per hour / max 5 pts p.a.	Signed Mentors Declaration
Practitioner Support Program: Participation in Peer Support	1 point per Session/max 5 pts p.a.	Signed Peer Support Declaration Form
Practice hours with AIK Ltd approved Qualified Kinesiology Instructor / Qualified Kinesiology Instructors providing training to students	½ point per hour / max 10 pts p.a.	Practice and Clinical Log signed by Instructor
Submission of Kinesiology Case Study	5 pts each / max 10 pts p.a.	Copy of Case Study
Publication of Kinesiology Case Study in “The AIK Ltd Connector”	2 pts per case study	Copy of “The AIK Ltd Connector”
Author of approved article for “The AIK Ltd Connector” or another peer reviewed Journal. This could include a book/DVD/course review	5 pts per article / max 10 pts p.a.	Copy of Article
Author or joint author of published book relating to Kinesiology	20 points	Copy of Book
Presentation at seminar or AIK Ltd Conference (Online or Face to Face)	15 points	Proof of Presentation
Undertaking approved Higher Ed. Training (e.g., University based degrees)/Research Project – face to face / online course.	Max 30 points	Signed Certificate of Attendance / Competency, Academic Record
Teaching AIK Ltd accredited courses	40 points max p.a.	Proof of classes taught
Paid subscription to a journal related to clinical practice or business management of the clinic	5 points per subscription	Proof of subscription e.g., Receipt with a maximum of 10 points p.a.

