

## Important Information

### CPD Guidelines

The 2016 Continuing Professional Development guidelines for each accreditation can be found on the ESSA website, at [ESSA Professional Development Centre > CPD Points Guidelines](#).

### Categories

All of your claimable CPD activities must fit with the below categories:

Category 1: Presenting and Publication

Category 2: Further Education

Category 3: Self Education

Category 4: Community Service

Each category has a break up of applicable activities. Each activity lists

- which accreditation the activity is applicable for
- how many points are claimable
- what evidence you need to attach to the logbook

### Scope of Practice

Subject material for each activity must be within your applicable accreditations Scope of Practice. All scope of practices can be found on the ESSA website at [ESSA > ESSA & You](#).

### Presenters Qualifications

ESSA strongly recommends you check the qualifications of the presenter of your professional development and, if necessary the author, to ensure they have the correct level of experience, knowledge and understanding for your daily work, clients conditions and personal qualifications, etc. At any time the presenter should be able to provide you with this information.

Please refer to [ESSA's Pilates based Professional Development Guidelines \(individuals\)](#) for all presenter requirements for any Pilates based professional development you intend to undertake.

<b>Category 1: <u>Presenting and Publication</u></b> <i>Publishing an article, delivery of presentations</i>			
<b>Applicable for</b>	<b>Activity</b>	<b>Points claimable</b>	<b>Evidence required</b>
AES AEP ASpS1 ASpS2 AHPM	Delivery of an ESSA accredited course	1 point per delivery hour	ESSA certificate of presentation
AES AEP ASpS1 ASpS2 AHPM	Full delivery of tertiary subject/unit/course (Sessional/Adjunct Lecturers only)	15 points for first delivery 10 points for subsequent deliveries	Copy of the course outline identifying you as lecturer
AES AEP ASpS1 ASpS2 AHPM	Guest lecturer at tertiary studies	3 points per lecture (first delivery) 2 points per lecture (subsequent deliveries)	Copy of the course outline identifying you as lecturer
AES AEP ASpS1 ASpS2 AHPM	Delivering other courses within the scope of practice	1 point per lecture	Copy of the course flyer identifying you as presenter
AES AEP ASpS1 ASpS2 AHPM	Delivery of relevant clinical in-services in the workplace within the scope of practice	3 points per in-service (first delivery) 2 points per in-service (subsequent deliveries)	Letter from employer listing course name/topic, delivery hours and date of presentation
AES AEP ASpS1 ASpS2 AHPM	Publishing in a relevant peer reviewed journal	10 points if primary author 5 points if other (In year of publication only)	Copy of the front page of journal and copy of abstract/article, listing authors & publication information including date of publication
AES AEP ASpS1 ASpS2 AHPM	Publishing in a relevant non peer reviewed media e.g. newsletter, newspaper	3 points if primary author (In year of publication only)	Copy of the front page of media and copy of abstract/article, listing authors & publication information including date of publication
AES AEP ASpS1 ASpS2 AHPM	Publishing a relevant textbook	10 points if primary author 5 points if other (In year of publication only)	Copy of the front page of textbook listing authors, contents page & publication information including date of publication
AES AEP ASpS1 ASpS2 AHPM	Podium or poster presentation at a conference relevant to the industry (within the scope of practice)	5 points if primary author	Copy of the front page of program/proceedings and copy of abstract, listing authors

# 2016 Continuing Professional Development (CPD) Point System



AES AEP ASpS1 ASpS2 AHPM	Submission for funding / grants / pilot programs relevant to the industry	10 points if primary author 5 points if other	Copy of the front page of report listing authors
AES AEP ASpS1 ASpS2 AHPM	Peer review of a professionally relevant journal article	2 points	Letter from editor outlining your involvement
AES AEP ASpS1 ASpS2 AHPM	Editor of a relevant journal	10 points per year	Copy of journal, listing you as editor
AES AEP ASpS1 ASpS2 AHPM	Working with ESSA, HEAL or EIM for position papers, factsheets or submissions, consisting of 5 or more hours involvement	5 points	Confirmation email from ESSA, HEAL or EIM representative confirming hours and contribution

# 2016 Continuing Professional Development (CPD) Point System

## Category 2: Further Education (Minimum of 15 points required) *Successful completion of professional development*

Applicable for	Activity	Points claimable	Evidence required
AES AEP ASpS1 ASpS2 AHPM	Research to Practice 2016 (14 – 16 April 2016)	1 day – 8 points 2 days – 15 points 3 days – 20 points	Certificate of completion listing course name, points claimable and date of completion
AES AEP ASpS1 ASpS2 AHPM	ESSA professional development (including face to face, webinars, assessed podcasts, DVDs or online)	As indicated on certificate	Certificate of completion listing course name, points claimable and date of completion
AEP	ESSA Standards & Compliance Professional Development (Medicare & DVA modules)	5 points	Certificate of completion listing course name, points claimable and date of completion
AES AEP ASpS1 ASpS2 AHPM	ESSA accredited external professional development	As per ESSA accreditation	Certificate of completion listing course name, points claimable and date of completion
AES AEP ASpS1 ASpS2 AHPM	Any SMA or SDA professional development, within the scope of practice	1 point per delivery hour (maximum of 15 points)	Certificate of completion listing course name, delivery hours and date of completion
AES AEP ASpS1 ASpS2 AHPM	Other association conferences within the scope of practice e.g. ACSM, BASES, ECSS, CSEP, DAA, COSA, IAHA, NRHA, etc	1 point per delivery hour (maximum of 15 points)	Certificate of completion listing course name, delivery hours and date of completion
AEP	Any Medicare, DVA or WorkCover facilitated professional development	1 point per delivery hour (maximum of 15 points)	Certificate of completion listing course name, delivery hours and date of completion
AES AEP ASpS1 ASpS2 AHPM	Other courses/seminars within the scope of practice (including VET approved courses)	0.5 points per delivery hour (maximum of 7.5 points claimable per workshop)	Certificate of completion listing course name, delivery hours and date of completion
AES AEP ASpS1 ASpS2 AHPM	Any Pilates professional development  <i>Please view ESSA's Pilates based Professional Development Guidelines for accredited individuals found at the end of this document, and at the <a href="#">ESSA Professional Development Centre</a></i>	0.5 points per delivery hour (maximum of 7.5 points claimable per workshop)	Certificate of completion listing course name, delivery hours, date of completion and qualifications of <u>presenter</u>

# 2016 Continuing Professional Development (CPD) Point System

AES AEP ASpS1 ASpS2 AHPM	Any Tai Chi or Yoga professional development  <i>For the purpose of utilising the movements to assist in a client's treatment/exercise prescription only. PD for the purpose of group exercise sessions is not applicable for CPD Points</i>	0.5 points per delivery hour (maximum of 7.5 points claimable per workshop)	Certificate of completion listing course name, delivery hours and date of completion
AES AEP ASpS1 ASpS2 AHPM	Participation in clinical in-services at workplace within the scope of practice i.e. specialists presents to you and your colleagues at your workplace	1 point per delivery hour (maximum of 5 points claimable)	Letter from employer listing course name, course presenter, delivery hours and date of completion
AES AEP ASpS1 ASpS2 AHPM	First Aid (including CPR) (HLTFA311A – First Aid or HLTAID003 Provide First Aid)	3 points (claimable in the year you earn the certificate)	Statement of Attainment listing date of completion
AES AEP ASpS1 ASpS2 AHPM	Cardiopulmonary Resuscitation Certificate (HLTAID001 Provide Cardiopulmonary Resuscitation)	1 point (only claimable when not included in HLTAID003)	Statement of Attainment listing date of completion
AEP ASpS1 ASpS2 AHPM	Honours, Graduate Certificate, Post Graduate Diploma, Masters, PhD in subjects within the scope of practice	15 points for full time 2 semesters 7.5 points for part time 2 semesters 7.5 points for full time 1 semester 4 points for part time 1 semester	Academic transcript including enrolment status of PT or FT
AES	Honours, Post Graduate Diploma, Masters, PhD in Exercise Physiology, Exercise Science or Sports Science subjects	15 points for full time 2 semesters 7.5 points for part time 2 semesters 7.5 points for full time 1 semester 4 points for part time 1 semester	Academic transcript including enrolment status of PT or FT
AES AEP ASpS1 ASpS2 AHPM	Mentor in ESSA's mentorship program	2 points per finalised mentorship relationship (maximum of 6 points claimable)	ESSA evidence of your successful completion of mentoring relationship
AES AEP ASpS1 ASpS2 AHPM	Mentee in ESSA's mentorship program	2 CPD points upon ESSA finalisation of mentorship relationship	ESSA evidence of your successful completion of mentoring relationship

**Category 3: Self Education**  
*Review of research publications, journal articles, editorials and text books*

Applicable for	Activity	Points claimable	Evidence required
AES AEP ASpS1 ASpS2 AHPM	<p>Reading of a relevant scientific article or chapter from a professional publication, that is within the scope of practice</p> <p><i>ESSA membership includes access to EBSCO journals via ESSA's members website</i></p>	1 point per article	A copy of the first page or abstract showing the title and authors, with the following statement "I (first name, last name) acknowledge that I have read this professional resource in its entirety for educational purposes" with date
AES AEP ASpS1 ASpS2 AHPM	<p>Listening to a relevant scientific podcast or similar recording from a professional body or education supplier, that is within the scope of practice, where an assessment or certificate is not provided</p> <p><i>NB: ESSA podcasts are not claimable in this category</i></p>	1 point per recording	A copy of the title page of the recording or a tax invoice, showing the title and authors, with the following statement "I (first name, last name) acknowledge that I have read this professional resource in its entirety for educational purposes" with date

**Category 4: Community Service**  
*Student supervision, position on ESSA committees/chapters/board, and promotion of the industry to the community*

Applicable for	Activity	Points claimable	Evidence required
AES AEP ASpS1 ASpS2 AHPM	40 – 100 hours face to face student supervision (based on number of hours you spend supervising, regardless of student numbers/hours)	4 points	a letter from the graduate or university documenting the hours and nature of supervision
AES AEP ASpS1 ASpS2 AHPM	101 – 200 hours face to face student supervision (based on number of hours you spend supervising, regardless of student numbers/hours)	6 points	a letter from the graduate or university documenting the hours and nature of supervision
AES AEP ASpS1 ASpS2 AHPM	201 – 300 hours face to face student supervision (based on number of hours you spend supervising, regardless of student numbers/hours)	8 points	a letter from the graduate or university documenting the hours and nature of supervision
AES AEP ASpS1 ASpS2 AHPM	ESSA National President/ Vice President/Director/Other Executive	10 points	a copy of the meeting minutes stating your position
AES AEP ASpS1 ASpS2 AHPM	Chairperson or committee member of an ESSA state chapter, council, committee and/or special interest group	4 points per committee	a copy of the meeting minutes stating your position
AES AEP ASpS1 ASpS2 AHPM	A member of a non ESSA committee related to exercise and/or sports science (e.g. government, community organisation)	3 points per committee	a copy of the meeting minutes stating your position
AES AEP ASpS1 ASpS2 AHPM	Attendance at ESSA National Annual General Meeting	2 points	a copy of the meeting minutes stating your attendance
AES AEP ASpS1 ASpS2 AHPM	Attendance at ESSA State Chapter Annual General Meeting	2 points	a copy of the meeting minutes stating your attendance
AES AEP ASpS1 ASpS2 AHPM	Attendance at ESSA National, State Chapter, council or committee meeting	1 point per meeting	a copy of the meeting minutes stating your attendance

## 2016 Continuing Professional Development (CPD) Point System



AES AEP ASpS1 ASpS2 AHPM	Attendance at special interest group meetings related to exercise and/or sports science	1 point per meeting	a copy of the meeting minutes stating your attendance
AES AEP ASpS1 ASpS2 AHPM	Relevant promotional activities (e.g. promoting ESSA at a conference, community event, allied health professional event, Primary Health Network)	2 points per activity	A letter from the conference/event organiser stating your involvement



## ESSA's policy for Pilates based Professional Development Guidelines for Accredited Persons

The exercise scientist and exercise physiologist are well placed to cater to the full spectrum of the Pilates Method, and are trained to assess a client to determine their place on this continuum. The skills and knowledge gained through university exercise science study are ideal for understanding how to progress a client through the stages of physical conditioning.

To earn/claim CPD points for any **instructive\*** Pilates professional development, the presenter must meet the below requirements. Evidence of the required qualifications must be provided with your required certificate evidence (please refer to the CPD logbook for certificate evidence requirements).

These qualifications are not applicable for Pilates **research and evidence\*** based professional development.

### Minimum Qualifications

The minimum qualification standards for the presenter of any Pilates Professional Development, in an effort to maintain cross-disciplinary standards of educational content and competency, are a minimum level 3 Pilates professionals as per the definition of terms below.

- To deliver a Mat class – Level 3 teacher
- To deliver a Workshop and Short Course – Level 4 teacher
- To deliver Comprehensive Teacher Training Courses – Principal Trainer

### Definitions

#### Level 3 Teacher

- Successful completion of a Comprehensive Pilates Teacher Training Program
- 3,500-5,000 hours of Pilates teaching experience

#### Level 4 Teacher

- Successful completion of a Comprehensive Pilates Teacher Training Program
- Over 7,000 hours of Pilates teaching experience

#### Principal Trainer

- Successful completion of a Comprehensive Pilates Teacher Training Program
- 10,000+ hours of Pilates teacher experience
- Cert IV in Workplace Training and Assessment
- minimum of 5 years teaching experience delivering Pilates education to allied health professionals

### Non-for profit professional associations

In Australia there are only two industry accepted “not for profit” associations for Pilates professionals. They are the Australian Pilates Method Association (APMA) and Pilates Alliance Australasia (PAA).

The Australian Pilates Method Association (APMA)

PO Box 135, Hurstbridge VIC 3099

[www.australianpilates.asn.au](http://www.australianpilates.asn.au)

Pilates Alliance of Australasia (PAA)

PO Box 42, Cremorne Junction, NSW 2090

[www.pilatesalliance.net](http://www.pilatesalliance.net)

*It is important to note that some private, for profit, training organizations offer levels of training of levels 1-4, which do not equate to the levels of membership from the not for profit professional associations.*

#### **\*Definition of Instructive Courses v Research and evidence:**

**Instructive Course** – If any instruction on how to perform or teach Pilates is provided within the professional development

**Research and evidence** – Using evidence and researched data only. Nil instruction on how to perform or teach Pilates is within the professional development.

**Acknowledgement:** ESSA would like to thank Elizabeth Hewett and Donna Oliver for their valuable contributions to the creation of this policy.