



Continuing Professional Development (CPD) Guidelines Accredited Exercise Physiologists (AEP)

Applicable for 1 January – 31 December 2017

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Continuing Professional Development (CPD) Guidelines for Accredited Exercise Physiologists (AEP)



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1.0 Continuing Professional Development (CPD) Definition

Continuing Professional Development (CPD) is a range of learning activities through which exercise and sports science professionals maintain currency and best practice throughout their career, to ensure that they retain their capacity to practice safely, effectively and legally within their evolving scope of practice. ESSA's guidelines for continuing professional development are based on national registration requirements for allied health professionals.

2.0 Purpose

The purpose of the CPD point requirements is to reflect an expectation from the public that ESSA accredited individuals will maintain currency of professional knowledge beyond an initial tertiary qualification, as well as demonstrating to clients, employers, colleagues, peers and the public that ESSA accredited individuals are committed to keeping their professional practice abilities up to date and current with best practice.

3.0 Outcome

The exercise and sports science professional demonstrates commitment to updating and extending their professional practice abilities in a safe, effective and legally compliant manner. The Professional Development (PD) undertaken should reflect the exercise and sports science professional annual goals, i.e. run a more efficient business = attend the ESSA Business Forum.

4.0 Scope of Practice

ESSA's Accredited Exercise Physiologists Scope of Practice (SoP) can be found on the [ESSA website > ESSA & You](#).

ESSA recognises PD only related to the advancement of exercise based active treatment that are at the foundation of exercise and sports science practice.

ESSA acknowledges that individuals may expand their personal scope of practice to include extended treatments, however, ESSA does not recognise these extended treatments for any CPD points as they fall outside of the Scope of Practice. If providing such extended treatments, ESSA expects individuals to seek out appropriate training and accreditation relevant to the therapy provided in line with evidence base and professional practice requirements. Excluded treatments include, but is not limited to: passive treatments, holistic treatments, holistic medicine, alternative therapies, massage, hands-on manipulations, McKenzie therapy, dry-needling, ultrasound therapy.

5.0 ESSA 2017 accreditation requirements

The requirements from 1 January to 31 December 2017 to maintain accreditation as an exercise physiologist are:

1. A minimum of 20 CPD points (1 January – 31 December) with the following exceptions:
 - i. In the year you first become accredited as an exercise physiologist, there is no cumulative CPD requirements e.g. if accredited on 15 September 2016, you will have from that date until the end of the following calendar year (31 December 2017) to accrue your first 20 CPD points. 20 CPD points are required annually thereafter – i.e. January to December.
 - ii. If your accreditation is not current (due to suspension, leave of absence or lapsed) and you are returning to practice then separate CPD requirements apply – refer to ESSA's Return to Practice Policy.
2. Hold a current cardiopulmonary resuscitation certificate (HLTAID001 Provide Cardiopulmonary Resuscitation). Your CPR must always be valid and be renewed annually.
3. Hold a current first aid certificate (HLTAID003 Provide First Aid). Your first aid must always be valid and be renewed as required.
4. Hold professional indemnity and public liability insurance, either personally or through your workplace whilst practising in a professional or voluntary capacity for the scope of practice activities undertaken.

5.1 Dual ESSA accredited?

That is, individuals who are accredited in more than one ESSA accreditation category:

- Accredited Exercise Scientist (AES)
- Accredited Exercise Physiologist (AEP)
- Accredited Sports Scientist Level 1 (ASpS1)
- Accredited Sports Scientist Level 2 (ASpS2)
- Accredited High Performance Manager (AHPM)

A total of 20 CPD points are required for the 2017 year (1 January to 31 December 2017).

5.2 Reduction of/extension to ESSA's annual CPD requirements

In situations of extenuating personal and/or professional hardship a reduction/extension to the required annual CPD points may be granted. To apply for a reduction/extension to the required annual CPD points, an AEP is required to complete the ESSA application "Reduction/extension CPD Points 2017", outlining details of the extenuating circumstances that would allow for a reduction/extension to be granted. Deadlines apply for all reduction and/or extension requests. Completed applications should be forwarded to the Professional Development & Conference Specialist and results are at the discretion of the National Board. Only situations that have created a significant obstacle to your ability to complete the required annual CPD points will be considered.

Full exemption of the annual CPD requirements will not be considered.

5.3 Incompletion of ESSA's annual accreditation requirements

In the event that an AEP does not complete ESSA's annual accreditation requirements, the Board may:

- a) impose additional CPD activities within a specified period, and/or;
- b) require the accredited person to undergo an ESSA annual requirements audit the following year, or;
- c) withdraw the persons accreditation.

6.0 CPD Point System

The point system is broken down composed of four (4) categories as follows:

1. Presenting and Publication

Points from this category are tailored to meet the needs of AEPs involved in professional development delivery, research and advocacy.

2. Further Education

Points from this section are tailored to meet the ongoing professional development needs of AEPs, to maintain knowledge currency and evidence-based practice.

3. Self-Education

Points from this category are available to AEPs who review research, journals or other publications, including recorded presentations from a professional source.

4. Community services

Points from this category are designed to reflect the contribution AEPs make to our industry and our colleagues (both students and peers).

Please note a minimum of 15 CPD Points is required from Category 2: Further Education

Further details regarding each of the above categories and the points breakdown associated with different professional development activities, are provided in ESSA's 2017 Continuing Professional Development (CPD) Point System.

6.1 What can be considered for CPD points?

- Any clinical PD, including workshops, online learning, conferences or University education that is within of the AEP Scope of Practice.
- Any business PD that matches your annual goals.
- Any Pilates based professional development that adheres to the ESSA's policy for Pilates based Professional Development Guidelines for accredited persons.
- Presenting education in any medium that is within of the AEP Scope of Practice.
- Face to face student supervision.
- Attending any ESSA national, state, council or special interest groups (SIG) meetings.
- Volunteering and advancing the industry of exercise and sports science professionals.

6.2 What can't be considered for CPD points?

- Any clinical PD that is outside of the AEP Scope of Practice.
- Any PD that you didn't complete or attend in full. You will not be awarded CPD points based on purchase alone.
- Any PD that the AEP doesn't have the required evidence for (see CPD Point System for evidence requirements).
- Any PD/activities that you have already claimed CPD points for. All activities can only be claimed once.
- Activities that are considered within your job description of your main job. i.e. a lecturer is not able to earn points for lecturing at their own university; an exercise physiologist is not able to earn points for practising.
- Any induction days or courses/workshops providing education and/or information on internal procedures and policies of your workplace, inclusive of software programmes and equipment.
- Any PD completed prior to your accreditation date.
- Any Pilates based professional development that does not adhere to the ESSA's policy for Pilates based Professional Development Guidelines for accredited persons.

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Please ensure you review ESSA's 2017 Continuing Professional Development (CPD) Point System for the full listing and descriptions of activities that can be claimed for CPD points.

The 2017 CPD Point System can be found on the [ESSA website > ESSA Professional Development Centre > Continuing Professional Development \(CPD\) Point Guidelines](#).

7.0 Presenters Qualifications

ESSA will accept any PD presented by anyone who meets the below qualifications in line with their presentation topic. If the presenter/s do not hold the relevant qualifications/experience, ESSA reserves the right to not accept the applicable CPD Points earned for the PD.

- An ESSA accredited person, who presents within their SoP
- A recognised qualification* relevant for the activity they are presenting on
- A minimum of an AQF level 7 qualified allied health professional with experience in exercise (e.g. exercise physiologist, physiotherapist, cardiac care nurse, occupational therapist, doctor, clinical nurse consultant)
- A state, national or international level sports coach
- An Australian Strength and Conditioning Association (ASCA) level 2 or 3 coach
- A Pilates professional with a minimum of level 3 qualifications. Please refer to [ESSA's Pilates based Professional Development Guidelines \(individuals\)](#) for all presenter requirements for any Pilates based PD undertaken.

**A qualification recognised or endorsed by a regulating authority such as a national association.*

8.0 Standards & Compliance Professional Development

A single completion of the Standards & Compliance Professional Development (SCPD) is a requirement for all AEPs. If an AEP is unable to complete SCPD in the required timeframe, the AEPs privileges and eligibility for future accreditation/s may be affected. There is no exemption of this requirement.

The completion timeframes are:

- If accredited on or before 30th September 2013, this should have been successfully completed this professional development by 31st December 2013.
- If accredited on or after 1st October 2013, the AEP is required to successfully complete this professional development within 4 months of your accreditation date.
- If Returning to Practice after an official leave of absence, the AEP is required to successfully complete this professional development within 4 months of returning date unless it has previously been completed.
- The only exception to the above completion timeframes is if you receive written advice from an ESSA national office staff member.

9.0 Recordkeeping

The 2017 CPD logbook including the full guidelines, important information and point system is available at the ESSA Professional Development Centre. You can choose to use the electronic or manual logbook. Regardless of the method of logbook, AEPs are required to keep correct documentation of their annual CPD activities for a minimum of 5 years.

Records are to include:

- a) Employment held in 2017
- b) Professional development goals for 2017
- c) Professional development activities for 2017
- d) Evidence of CPD activity undertaken
- e) Current and valid statement of Attainment for CPR
- f) Current and valid statement of Attainment for first aid
- g) A valid insurance certificate of currency for professional indemnity

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AEPs are only required to submit their records to ESSA if:

- The AEP is included in the ESSA annual requirements audit.
- The ESSA National Board requests the AEPs records, following an investigation into a complaint or concern.

10.0 Declaration at accreditation renewal

AEPs are required to make a declaration at their accreditation renewal each year with ESSA, to confirm that they have complied with ESSA's annual accreditation requirements.

11.0 ESSA annual requirements audit

All accredited persons are considered and can be selected to undergo the audit process. ESSA conducts an annual audit of 15% of all accredited persons (AES, AEP, ASpS1, ASpS2 and AHPM) for annual requirements compliance. Persons are selected on a random basis. ESSA reserves the right to include any subgroups identified in the annual audit.

Any AEP who is contacted by ESSA in relation to the ESSA annual requirements audit are given 28 days to provide their documentation to the national office. An audit can cover any period from 2012. If an AEP is unable to provide their correct records, their accreditation will be immediately suspended pending satisfactory resolution, and regulatory bodies will be notified.

12.0 Leave of absence from accreditation

ESSA has a Leave of Absence and Return to Practice policy for any accredited person who wish to take leave from their accreditation. For further information, please contact the ESSA National Office.

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Glossary of terms

AEP	Accredited Exercise Physiologist
AES	Accredited Exercise Scientist
AHPM	Accredited High Performance Manager
Alternative therapies	A range of medical therapies that are not regarded as orthodox by the medical profession such as herbalism, naturopathy and crystal reading
ASpS1	Accredited Sports Scientist Level 1
ASpS2	Accredited Sports Scientist Level 2
Clinical education	Professional Development where a minimum of 75% of the program content is focused on exercise based active treatment (research, evidence, theory or practical)
CPD	Continuing Professional Development
CPR	Cardiopulmonary Resuscitation
ESSA	Exercise & Sports Science Australia
Extended treatment	Treatments beyond the areas defined by ESSA's Professional Standards for Accreditation and/or approved scopes of practice for accreditations held with ESSA
Holistic medicine	An approach to healing that considers the body, mind and spirit that usually includes a combination of conventional and/or alternative therapies
Holistic treatments	An approach to treatment that considers the whole person, taking into account mental and social factors, rather than just the symptoms of a disease e.g. a client centred care approach
Lapsed	Non-renewed membership and/or accreditation status with ESSA without formal notification to ESSA
Leave of absence	Documented and managed leave of membership and/or accreditation with ESSA
National board	ESSA national board
National office	ESSA national office, based in Brisbane, Qld
Passive treatments	a therapy that is applied by the provider or in a clinical setting and does not involve active participation by the patient
PD	Professional Development
Regulatory authority	A public authority or government agency within Australia that is responsible for exercising autonomous authority over a specialised field of human activity in a regulatory or supervisory capacity.
Regulatory bodies	Australian government (federal, state or local) health agencies, including Medicare, Department of Veterans' Affairs and workers compensation schemes
Return to practice	Managed return to active practice after a documented leave of absence with ESSA
SCPD	Standards & Compliance Professional Development
SIG	Special Interest Group
SoP	Scope of Practice
Suspension	Membership and/or accreditation status is temporarily withdrawn by the ESSA national board due to actions of the member/accredited person