

**Example of completed HHAI CPE Log Sheet**



Sheet No: I		CPE Year: 2010	Name: Lucy Cardwell	Membership No: 12345		
Date/s of Activity	Title of Activity	How this benefited my practice	Evidence Attached	Duration/ Numbers	Points Accrued	
27/1/10	Attended HHAI Brisbane Regional Meeting	<i>This was a great networking session and I have used a website called stock photo to purchase photos that I am using for my own website and flyers to improves my branding .Good to hear other advertising strategies and results.</i>	Signed CPE log sheet	1 hours	1	
25/2/10	Attended HHAI Brisbane Regional Meeting	<i>Topic covered hot stone massage. This demonstration and discussion has helped to clarify my understanding of this approach with my holistic therapy and how I can incorporate this into my practice.</i>	Signed CPE log sheet	1 hours	1	
26/3/10	Attended HHAI Brisbane Regional Meeting	<i>This was a very interesting introduction to some Australian essential oils that were handed around for us to smell as we talked about their possible uses. Have incorporated aromatherapy into my practice.</i>	Signed CPE log sheet	1 hours	1	
6/7/10	Attended HHAI Conference	<i>I attended workshops on reflexology and aged care, involving hands-on work. I have incorporated a lot of what have learned into my work and have more knowledge and confidence. Was also valuable for me in determining new products to use and further training to consider for next year. The counselling segment was fascinating!</i>	Signed attendance register	5 hours	10	
17/9/10	Practitioner exchange – 4 sessions =4 hours with M. Smith.	<i>M. Smith was trained at a different school from me and uses a different a different form of therapy than I do. I'm now incorporating some of her sequence into mine. I have also been able to pass on to M. Smith some of the skills I use in my work, especially for the elderly, which she finds helpful. We've had 4 sessions over 2 months focusing on these areas, as well as providing each other with a much needed treatment.</i>	Signed CPE log sheet	4 hours	4	


26/10/10	Attended Brisbane Regional Meeting	Discussed contraindications to various holistic and natural therapies, including reflexology, hypnotherapy and aromatherapy.	Signed CPE log sheet	1 hours	1
CPE points brought forward from last year...			Previous year CPE log sheet		0
<b>Total CPE points accrued for the year</b>					<b>18</b>
<b>Total CPE points accrued for the next year</b>					<b>8</b>

# HHAI CPE Log Sheet



<b>Sheet No:</b>	<b>CPE Year:</b>	<b>Name:</b>	<b>Membership No:</b>		
Date/s of Activity	Title of Activity	How this benefited my practice	Evidence Attached	Hours	Points Accrued

CPE points brought forward from last year	Previous year CPE log sheet		
<b>Total CPE points accrued for the year</b>			
<b>Total CPE points accrued for the next year</b>			

<b>NAME:</b> LUCY CARDWELL..... <b>MEMBERSHIP No:</b> 12345..... <b>RELEVANT YEAR:</b> 2010.....	
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**Example of Signed CPE Log Sheet. For Continuing Professional Education**

<b>DATE</b>	<b>ACTIVITY &amp; HOURS</b>	<b>SUBSTANTIATED EVIDENCE ATTACHED OR SIGNATURE OF AUTHORISED PERSON</b>	<b>EARNED POINTS</b>
<b>27/1/10</b>	<i>Attended HHA Brisbane Regional Meeting =3 hours</i>	<i>James Massage</i>	<b>3</b>
<b>26/3/10</b>	<i>Attended HHA Brisbane Regional Meeting =3 hours</i>	<i>James Massage</i>	<b>3</b>
<b>1/4/10</b>	<i>Attended Mind/body connection seminar = 3 hours</i>	<i>Thera Pewtic-Tuch</i>	<b>3</b>
<b>24/9/10</b>	<i>Attended Mind/Body connection seminar – with assessment = 3 hours</i>	<i>Thera Pewtic-Tuch</i>	<b>9</b>
<b>27/10/10</b>	<i>Attended HHA Brisbane Regional Meeting =3 hours</i>	<i>James Massage</i>	<b>3</b>
<b>Total Points</b>			<b>21</b>

**To receive your CPE recognition - Please attach evidence if applicable.**

