

**HHA  
CONTINUING PROFESSIONAL EDUCATION (CPE)**



**Continuing Professional Education (CPE)** is the process where you, as a holistic and/or natural therapist, take responsibility for your own ongoing learning and development following the completion of your professional practitioner's qualification. It is a way of recognising all relevant activity undertaken to maintain, enhance and further develop knowledge and skills in order to benefit you and your clients.

**Our mission is** to promote the concepts of Holistic Health Care nationally and in alliance with liked minded holistic associations internationally; to unite physicians, nursing professionals, natural medicine professionals, therapists, scientists, educators and policy makers in order to enhance holistic health for all humanity; to strive for excellence in care for clients and health care professionals alike.

**Holistic and natural therapies** are still young professions on some levels and the objective of CPE points are for HHA members to meet the increasing demands of our industry. It is only through further development that we ensure holistic and natural therapies maintain respect with influential industry bodies such as health funds, insurers, legislation, government agencies and health care professionals, as well as meeting the expectations of our clients and to appropriately, and responsibly, self regulate our industry.

**Full members of HHA are required to accrue CPE points** for their professional development. This is in line with the [constitution](#) and [code of ethics](#) and came into effect in January 2007 to meet industry needs. A membership year is 1st January to 31st December inclusive.

**At least 50% of your CPE points must be holistic and/or natural therapy based topics**

**For 2010 members** the range of CPE activities that earn CPE points has been expanded, and points may now be accrued over two years for flexibility - as is shown in [Points for Activities qualifying HHA Continuing Professional Education](#)

**Members may accrue 10 points per year, or 20 points over two years.** HHA is flexible about members earning these points during that two year period to fit in with personal circumstances. This means that if you accrue 14 CPE points in the first year then you only need to accrue a further 6 points the following year.

**The two year rolling scheme has been implemented to provide flexibility for members:**

- Many members are self employed and have limited time or limited resources.
- Some members live in isolated/remote areas, creating difficulty with participating in activities.
- Some members need to take 'time out' for personal reasons.

**There are two CPE log forms for Continued Professional Education and development:**

- CPE Log Sheet
- Signed CPE Log Sheet

**Members are to submit either, or both, with their renewal form** as appropriate and there are two examples attached at the end of this document to show how this is to be done.

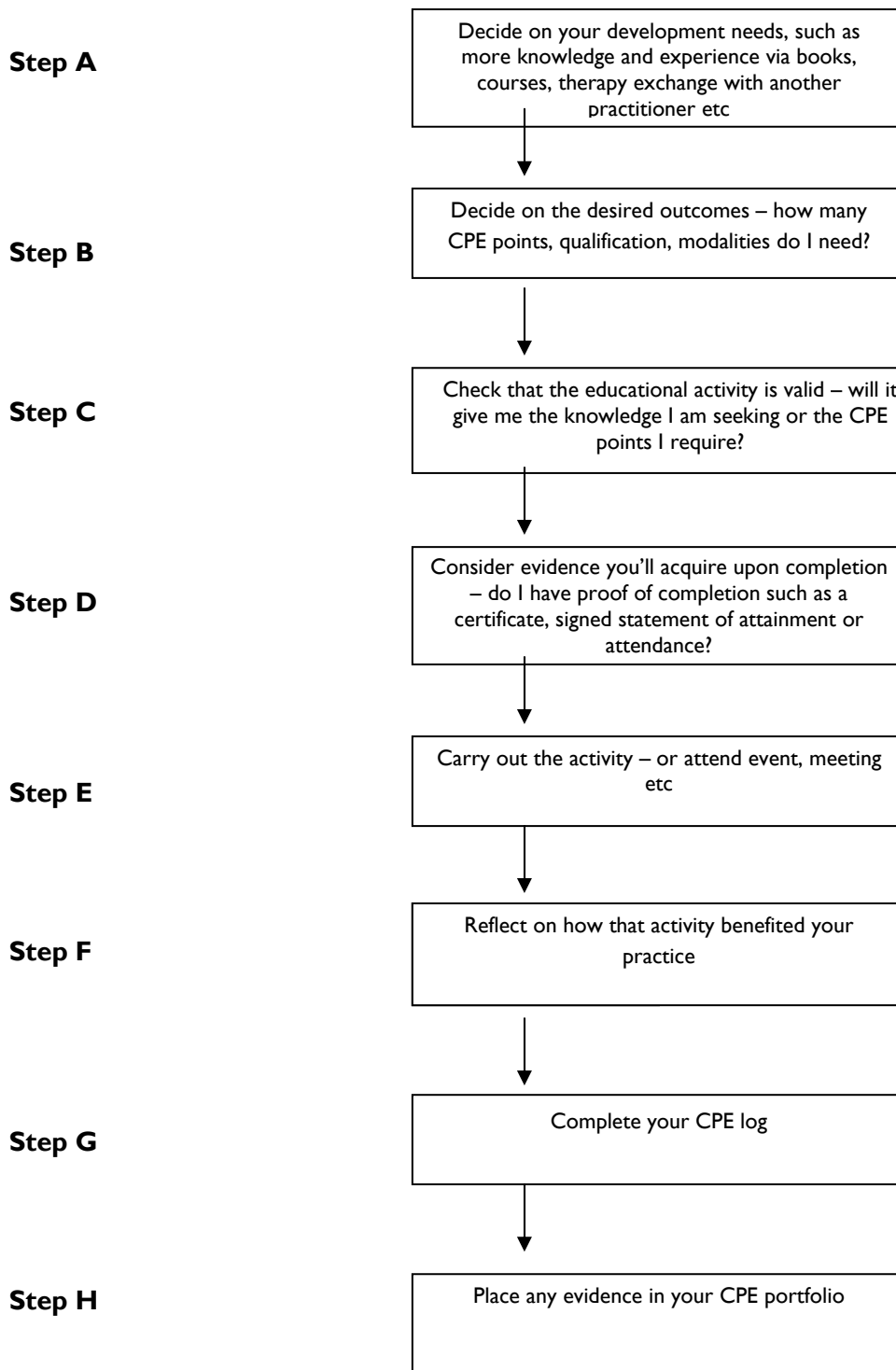
- Example CPE Log Sheet
- Example Signed CPE Log Sheet

**The benefits of CPE are:**

- Gain broader knowledge, skills and understanding of your profession.
- Experience and develop new approaches.
- Improve professional relationships with other holistic and natural health professionals.
- Gain further professional satisfaction, enthusiasm and confidence.
- Revue and compare your own practices in order to focus effectively on areas for development.
- Improve your professional practice, such as:
  - Your service and customer care
  - Your approach to holistic and natural therapies
  - Your approach to other modalities that complement holistic and natural therapies
  - Your area of speciality
  - Your application of skills and knowledge
  - Your educating ability
  - Your reputation
  - Your business building skills
  - Your communication skills
- Gain kudos for the profession in the eyes of the public and other healthcare professionals in order to get referrals and grow your practice
- Educate the community.

**The best CPE practice** usually involves a process of identifying needs, planning appropriate development activities, doing the learning and then reflecting upon the benefits that the learning brings to your professional practice. It's as simple as ABC.

### **A Step by Step Guide**



**CPEs can be achieved easily by** participating in activities and events that are relative to your business or career, in other words - activities or events which improve the individual practice, professionalism, communication and expertise of you as a holistic or natural therapist. These will include courses, workshops, lectures, personal and professional development, business management, meetings, other modalities, research and even reading.

For more details please read: [Activities that qualify for HHA Continuing Professional Education](#).

**CPE evidence** needs to be documented and must include the member's name, course or lecture details, hours of duration and is to be signed by a recognised member of the HHA, HHA state coordinator, board member, HHA Accredited teacher or the course/ workshop facilitator. The responsibility is on the individual member to provide this. If no, or insufficient, documentation is forwarded as required this may render membership ineligible.

**If you have attended another course** not listed in [Activities that qualify for HHA Continuing Professional Education](#), but believe that course to be relevant to your business or career, please submit such to the HHA office for approval. The course or lecture details must include the presenter/s name and possible contact details, topic of course or lecture, hours of duration, and relevance to your business or career.

**CPE (Continuing Professional Education) points are also known** as OPD (Ongoing Professional Development) CPD (Continuing Professional Development).