

## CPD (Continuing Professional Development) requirements

CPD is the systematic maintenance, improvement and broadening of knowledge and skill and development of personal qualities necessary for excellence of practice within the field of aromatherapy. Therapists are encouraged to maximize their potential for life-time employability, by maintaining high levels of professional competence by continually upgrading their skills and knowledge.

The professional associations commitment for the completion of CPD by all its members reinforces its professional standards similar to other professions, helping to ensure that their members are both expertly trained and act in a professional manner at all times.

### Current Continuing Professional Development (CPD) requirements:

Advanced Practitioner – 20 CPD per year (verifiable documentation required at renewal)

Professional Member – 12 CPDs per year (no documentation other than online renewal application\*)

Associate Member – No CPD requirement

Business Member – No CPD requirement

\* Please note that while the verifiable documents are required at time of renewal, the AIA does conduct random dip sampling (10% of Professional Members). If selected, you will be required to provide verifiable documentation of your continuing education (CPDs).

### New CPD Categories and credit structure (effective October 1, 2018):

<b>CATEGORY A</b> <b>Formal aromatherapy-based learning/professional development</b>	<b>HOURS</b>
Attend a real time or on-line AIA or other aromatherapy conference, lecture, workshop or seminar, teleseminar, State/Regional Meeting	1 CPD per hour
Attend a study tour (distillation in lavender fields, for example)	1 CPD per study hour
Attend a Practitioner's Discussion Group involving: a) leader/ guest speaker b) time spent discussing aromatherapy-based research c) time spent discussing in-depth issues around aromatherapy practice (Minimum 3 people in a group setting. Must be signed off by group leader and a copy of notes must accompany request for renewal)	1 CPD per hour
Present at an AIA/other organization's event (workshop, members' meeting or teleconference) on an aromatherapy	1 CPD per hour

topic	
Take a course (real time or on-line) on aromatherapy, advanced aromatherapy, massage, anatomy & physiology or health-related care as long as it includes aromatherapy (must have outcomes that are assessed formally)	1 CPD per hour
Read and reflect upon aromatherapy-based articles found in a journal or industry magazine (Submit 100-word summary for each of 3 articles)	1 CPD for 3 articles Maximum 3 CPDs
Read an aromatherapy book or professional development book or watch a DVD or video. Submit 200-word summary for each book, DVD or video and detail 3 new points that you learned from the material. (should be of a standard appropriate to your level)	2 CPD per book/video; maximum 4 CPDs
Author (or co-author) a published aromatherapy article in a journal, magazine, a chapter in an edited book; a published research paper, a book review for an aromatherapy journal or magazine, an aromatherapy-based clinical/case study, or a book.	3 CPDs per 750-word report; Authoring will be assessed on a case to case basis
Listen to an aromatherapy pre-recorded podcast/webinar/etc. Submit summary for each podcast, and detail 3 new points that you learned from the material. (should be of a standard appropriate to your level)	1 CPD per hour
Complete a case study series (this should involve at least 3 treatments). It should be written up using the AIA case study format	5 CPD points

Conduct or be part of an aromatherapy research project. Submitted an outline for consideration of CPD points award	TBA
Complete the ARC exam successfully	3 CPDs
<b>CATEGORY B</b> <b>Other accepted professional development</b>	<b>HOURS</b>
Attend a (real time or on-line) non-aromatherapy course, workshop or seminar related to aromatherapy business or clinical work	1 CPD per hour
Other aromatherapy-focused activities submitted for consideration. <i>Please include a complete description of the CPD program and number of hours.</i>	1 CPD per hour
Complete a First Aid Course / CPR / AED	3 CPDs
<b>CATEGORY C</b> <b>Other experienced based development</b>	
Volunteer/Community work as an aromatherapy practitioner. (Please provide verification of hours)	1 CPD per hour
Serve on AIA Board, AIA Representative or AIA committee; serve in similar capacity for other aromatherapy, holistic or health organization (must be active)	1 CPD per 6 months Max. 2 per year
Participate in the ARC exam review committee	2 CPDs per day
Mentoring, supervising or buddying another aromatherapist	1 CPD per hour Maximum 4 per year

**Notes:**

**APAIA Members:**

- A minimum of 20 CPD hours are required each year for APAIA members.
- 10 hours of CPDs originating from Category A, the rest may come from categories A, B or C.
- At the end of each membership year any additional learning from Category A may be carried forward to the following years, with a maximum of 10 CPDs carried forward.
- CPDs must be accrued over a one-year period from (anniversary) date of membership and the CPD application form must be submitted with your membership renewal
- Submit verifiable proof to support each request for CPDs.

**Professional Members**

- A minimum of 12 CPD hours of are required each year for Professional members.
- 6 hours of CPDs originating from Category A, the rest may come from categories A, B or C.
- At the end of each membership year any additional learning from Category A maximum of 6 CPDs may be carried forward to the following year.
- CPDs must be accrued over a one-year period from (anniversary) date of membership

and the CPD application form must be submitted with your membership renewal.

- Submit verifiable proof to support each request for CPDs.

### **Recording & Submitting CPD**

The onus for collating, recording and reporting CPDs is placed on the individual member. Every member is encouraged to keep an up-to-date portfolio of their qualifications, courses, self-directed learning and professional development. At the time of renewal each member will be required to verify they have completed the minimum number of CPD points.

### **Checking / Dip Sampling CPD**

The AIA will use a dip sampling procedure to ensure that members are completing the CPDs. We will sample at least 10% of the renewing Professional & APAIA members each month.

Failure to meet the CPD criteria will result in dropping to the next lower membership class. No refund of membership fees.

The Review Committee will monitor and review the dip sampling process.