



IUHPE – UIPES

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Australian
**HEALTH
PROMOTION**
Association

Health Promotion Practitioner Registration

Continuing Professional Development Guidelines for Registered Health Promotion Practitioners

PURPOSE

Continuing Professional Development (CPD) guidelines provide information for Health Promotion Practitioners to help them plan, document and report on their CPD activities for the duration of their registration with AHPA®, the Australian National Accreditation Organisation (NAO).

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A highly skilled and sustainable health promotion workforce

AHPA is committed to supporting Australian health promotion practitioners' professional development. AHPA members and the wider health promotion community now have the opportunity to develop informed personal plans for their professional development through the use of guidelines for CPD. Registered Health Promotion Practitioners are required to document and report on their CPD activities in order to renew their registration.

Table 1 below describes the approved CPD activities for maintaining your Health Promotion Practitioner registration through AHPA.

Table 1: CPD activities for Health Promotion Practitioners

Activity	Description
Education/training	Participating in education/training to increase knowledge/skills in Health Promotion across all IUHPE competencies. This includes courses, on the job learning, etc.
Conference/workshop/formal meeting	Participating in a conference/workshop/formal meeting, etc. focusing on Health Promotion.
Presenting/lecturing/training	Giving a formal presentation/lecture or providing training on a Health Promotion topic.
Peer group reflection	Participating in a group comprising Health Promotion practitioners to reflect on and share experiences and provide peer support.
Mentored practice	Gaining/expanding knowledge and/or skills through working with a Health Promotion mentor or acting as a mentor.
Undertaking research/evaluation	Undertaking research/evaluation on any aspect of Health Promotion.
Publishing	Publishing an article, book chapter, or book focusing on a Health Promotion topic.
Professional activities	Being active in a regional, national or international Health Promotion professional association/organisation.

* The minimum requirement for renewal of registration is the completion of 75 credit hours in the preceding three-year period where one credit equals one hour of participation in the activity. No single category as above should normally contribute more than 33% of the total hours achieved.

IUHPE Health Promotion Accreditation System CPD protocols

As the Australian NAO, AHPA is compliant with the IUHPE Health Promotion Accreditation System's CPD protocols. CPD credit hours are calculated using a numerical approach developed by IUHPE to ensure diversity of CPD activities. Please refer to the information below concerning the process for renewal of registration as a Health Promotion Practitioner through AHPA. This information is adapted from IUHPE's renewal of registration information available at: <http://www.iuhpe.org/index.php/en/practitioner>

Renewal of registration

Renewal of registration is through AHPA the Australian NAO. It is obligatory after three years of initial registration and every three years thereafter for Health Promotion Practitioners who wish to maintain their registration. Eligibility for renewal of registration is based on maintaining and confirming evidence of continuing experience in Health Promotion practice and completion of a specified amount of CPD activities. It is important that all Health Promotion Practitioners store their evidence of CPD securely for the duration of their registration because it will be required upon request by AHPA.

It is your responsibility to ensure that your registration is current and to submit an application for renewal of registration well in advance of the end of the three-year period.

Criteria for renewal of registration

The criteria for renewal of registration are that you are:

- A practitioner registered within the AHPA NAO System,
- An active practitioner with a minimum of 1.5 years of work experience in Health Promotion practice in the preceding three years,
- Able to show that you have participated in a minimum of 75 hours across a diversity of CPD activities in the preceding three-year period.

How to renew your registration

To renew your registration you must complete the renewal form available on the AHPA website and submit via email. Your completed form must include details on your work experience and of the CPD activities undertaken in the preceding three years. You are advised to keep proof of completion of CPD activities undertaken e.g. awards, certificate of attendance, etc. as you may be required to submit these as evidence in the renewal process or auditing of Health Promotion Practitioners by AHPA.

- If you are still in the same job with the same role, you need only confirm this.
- If you have changed roles but are with the same employer, you will be required to complete a summary of your current role and indicate how it relates to the IUHPE Core Competencies and Professional Standards for Health Promotion.
- If you have a new job with a different employer you will be required to complete a summary of your current role and indicate how it relates to the IUHPE Core

Competencies and Professional Standards for Health Promotion and provide a current reference.

Credit point system information

A credit points system is used to record CPD. The minimum requirement for renewal of registration is the completion of 75 credit hours in the preceding three-year period where one credit equals one hour of participation in the activity. The CPD hours must be across a diversity of activities. You will be asked to confirm that you have completed the agreed number of hours and you may be asked to give evidence of attendance/participation/completion in relation to all or some of the activities. Table 1 above describes CPD activities and it is your responsibility to ensure that a balance of activities is undertaken. CPD does not have to consist of formal courses and conferences, although of course it may include some of these activities.

An important consideration for AHPA as the NAO is ensuring that Health Promotion Practitioner registration enables a diverse mix of CPD activities and this is reflected in the IUHPE System. The IUHPE System is flexible in relation to how these credits should be divided depending on your work situation. However, no single category as above should normally contribute more than 33% of the total hours achieved. Certain major pieces of work, such as the writing of books, external courses and higher degrees, may be apportioned across the categories.

If you want to claim credit for a type of CPD activity that is not listed above you may be asked to provide detailed information on the activity and to show how it relates to the IUHPE Core Competencies and Professional Standards for Health Promotion to the relevant NAO Committee. The AHPA NAO Management Committee will make the final decision on the relevance and acceptability of the activity and on all aspects of CPD requirements in relation to renewal of registration.

All credits claimed must be supported by evidence (e.g. awards, certificates of attendance, notes of meetings, lecture notes, reflective learning notes). You may be asked by AHPA to supply evidence either when applying for renewal of registration or at any time in the following three-year period.

Revocation/Cancellation of Registration

Registration of practitioners can be revoked or cancelled. AHPA's Board of Directors makes decisions on revocation and cancellation of registrations.

Reasons for revoking or cancelling registration include, but are not limited to:

- Breach of the ethical principles and values as defined in the IUHPE Core Competencies and Professional Standards,
- Evidence of dishonesty in the application process,
- Failure to pay any required fees within agreed time period,

- AHPA's Board of Directors may identify other situations.

Appeals Procedure

An Appeals Procedure is available to practitioners who are assessed as not meeting the required criteria or who have had their registration cancelled or revoked and who wish to appeal the decision. Information on how to access the Appeals Procedure is available from the AHPA website.

When to apply for registration and renewal of registration

Applications for initial registration and renewal of registration can be made throughout the year.