

End of year reporting sheet Requirements for CPD Activities

The requirement for the completion of CPD by all practising members of the IFPA is in line with other major professional bodies in both the health sector and the field of complementary therapy.

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

Any of the activities below can be used to make up the 12 points required per year. Other activities not mentioned must be detailed in the portfolio and on this end of year form. At least half the annual points (6) should be from category A (aromatherapy or massage based). **Please tick the activities you have undertaken between 1st April 2011 and 31st March 2012** and if appropriate, fill in the activity sheet (to be kept in your portfolio). The activity sheet can be found on the CPD page of our website www.ifparoma.org

Category A refers to all activities with aromatherapy or massage as the main focus. Category B refers to the same activities with no aromatherapy basis and may carry fewer points.

This form is required on renewal of membership. There is no need to send any evidence of CPD unless you are specifically asked to do so or you would like to add a new therapy to your insurance cover. A percentage of the membership will be chosen randomly for 'dip-sampling' to verify CPD claims and all relevant information will need to be forwarded to the IFPA office on request in such cases.

CPD ACTIVITY – Professional education-based activities	A	B	
Attendance on courses or workshops per day	6	6	
Distance Learning CPD course with same outcomes as for in-house tuition	6	6	
Attending IFPA conference with 50% aromatherapy topics per day	6		
Attending IFPA council or schools meeting per day	2		
Study Tour where aromatherapy is at least 75% of content (per day)	5		
Peer reviewing professional journals per 2 hours	2	2	
Publishing in books per chapter	6	6	
Attendance at IFPA regional group meetings per 2 hours	1		
First Aid Course		6	
CPD ACTIVITY – Professional work-based activities	A	B	
Giving treatments at local or national events per half day	2	2	
Writing up case studies for portfolios per 500 words	1	0.5	
Self-directed learning. Evidence via reflective practice journal per 500 words	2	2	
Research/project at least 6-months duration	8	8	
Published articles in journal or magazine	4	4	
Production of newsletters, web materials to therapists per task	2	2	
Development or updating of teaching methods and/or material pack	2	2	
Writing CPD and educational courses/materials per pack	4	4	

Brought forward from previous year:

Total:

NB – This table is a guide to CPD Activity. Please note that any reasonable CPD activity will be considered as it is not possible to list all possibilities.

Please submit this completed form with your annual renewal. All CPD must be up to date to comply with renewal.

I declare that the above information is true and accurate and I will comply with dip-sampling should I be requested to do so.

Signed
Print name

Date