

Reflexology Association of Australia

Continuing Professional Training Program



Membership No: _____

Practitioner: _____

Membership year: _____

(Membership year = Financial year)

- The acquisition of CPT points is the responsibility of the RAOA member for any membership year.
- The RAOA will endeavour to support this where possible.
- Evidence must be provided of Current Indemnity and Liability Insurance and Senior First Aid Certification.

Points gained through CPT activities can be recorded on the CPT Tracker on the RAOA website. Administration will have access to view activities and record annual CPT points.

**Reflexology Association of Australia Ltd (RAoA)
Admin/Membership Officer
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Why undertake CPT?

CPT provides a simple assessable means where members can provide evidence of having undertaken annual further training since graduation. It is recognised as having updated clinical skills and professional knowledge in line with current practice. CPT programs are an expectation of professional life. It is one thing to become a Professional, it is another thing to remain a Professional.

What are the benefits of CPT?

Completing the CPT program ensures annual attainment of Professional Membership, which then ensures:

- Recognition as a Professional Practitioner
- Provider number status from health funds that rebate for Reflexology
- Access to official RAOA receipt books
- Competitive rates for professional indemnity and public liability insurance through insurance companies associated with RAOA
- Listing on the national:
 - RAoA Register
 - RAoA Website
 - Telephone referral service

What are the Requirements?

Professional Membership as outlined by the RAOA Constitution requires the maintenance of current senior first aid, indemnity and public liability insurance as well as evidence of Continuing Professional Training. Professional members must accumulate a minimum of 20 CPT points per annum commencing 1 July to 30 June.

Extension of time from the CPT program:

An extension of time to gain CPT points may be considered on application. Contact the Membership Officer for an application form.

CPT Recording Procedure

Members can record their annual CPT activities via the CPT Tracker on the RAOA website. Members must log in first to complete the activities. To view instruction on how to use the CPT Tracker, click on "How to track your CPT on-line" icon.

To record your CPT on-line, click on "Track your CPT on-line" icon. All the activities are dated and recorded in correct Activity order.


Alternatively CPT can be recorded on the hardcopy 'CPT Program' document found under "Browse all CPT Documentation" icon.

Audits and Evidence of CPT Activities

The RAOA reserves the right to audit the CPT activities claimed for Professional Membership, as do the Private Health Funds. Audit are conducted annually. You must have and keep evidence for all CPT activities that you record. *Please refer to the FAQ document on the RAOA website with all other CPT Documents, for the information on type of evidence required.*

<p style="text-align: center;">Table of CPT Activities</p> <p style="text-align: center;"><u>You are required to obtain at least 10 points from Activities 1-10</u></p> <p style="text-align: center;">Retain proof of all CPT points for Audit purposes</p> <p style="text-align: center;">Please check CPT FAQ document on RAoA website</p>	Allocation	Limit	Points
<p>1. Attendance at reflexology seminars/lectures/workshops - these must be related to reflexology Post-graduate Workshops and Mini Workshops – these must be related to reflexology</p> <p><i>Branch Workshop day presentations must be advertised in State Newsletters</i></p>	1 per hour (lunch time excluded)	20	
<p>2. Attendance at RAoA AGM within a Workshop/Speaker Day Non-Conference year plus attend Workshop - 10 CPT <i>This is a full day event</i> Attendance at RAoA AGM only - excluding workshop/speaker presentations - 5 CPT points <i>Event is advertised Nationally by Administration</i></p>		10	
<p>3. Participation in RAoA meetings - Branch Meetings, Regional Branch Meetings, Branch Committee Meetings, Director's Board Meetings (in person or Skype) Annual Branch Meeting – ABM Educational Practicum Exchange (EPE) sessions - Educational Practicum Exchange sessions must be advertised in branch newsletters. Refer EPE Policy on RAoA website with other CPT documents. All EPE sessions must contain an educational component and not just an exchange of treatment. Please keep evidence of all EPE sessions – refer website for EPE form to complete and retain as evidence for auditing purposes Skype meetings with learning objective/speakers</p>	<p>1 per hour – max 2 CPT per meeting ABM – 2 CPT 1 per hour – max 2 CPT per event</p> <p>1 per hour – max 2 CPT per event</p>	12	
<p>4. Full 2 day attendance at a Reflexology National Conference including AGM Full 2 day attendance at a Reflexology National Conference excluding AGM One day attendance at a Reflexology National Conference including AGM One day attendance at a Reflexology National Conference excluding AGM Attendance at a Reflexology National Conference AGM only</p>		<p>20 15 10 5 5</p>	
<p>5. Attendance at an International Reflexology Conference</p>	1 per hour	20	
<p>6. Volunteer reflexology work or promotion of reflexology in the community. <i>This is a practical activity only– hands on or 'on your feet' promoting reflexology e.g. taking part in health expos, hospice volunteer, hospital volunteer, community health volunteer or open days</i> <i>(for volunteer Reflexology presentation to community - see Activity 10)</i></p> <p><i>Please keep a diary/log of your work as evidence for audit purposes</i></p>	1 per hour	10	
<p>7. Ethically approved Current reflexology research project leading to a published paper.</p>	1 per hour	10	

<p>8. The publication of case studies, articles or reviews for State Newsletters, FootPrints or other professional journal specifically related to reflexology. <i>(Articles 950 words; book reviews and/or CD/DVD reviews 500 words) Copy of article required for evidence</i></p>	<p>3 per article</p>	<p>9</p>	
<p>9. Self -Directed Learning-relating to Reflexology through reading books, online courses, webinars, teleconference, instructional CD/DVD's <i>Please keep a diary/log of your work as evidence for audit purposes</i> FootPrints Quiz maximum 5 points</p>	<p>1 per hour or 5 max per project</p>	<p>10</p>	
<p>10. Volunteer presentation of a reflexology paper/workshop/seminar to the public or peers. Educating the public re reflexology, school/RTO talk re reflexology or RAoA membership <i>1 hour presentation time is awarded 2 CPT points. (This does not include time involved in researching the topic)</i> <i>Short presentation (minimum 30 min) - 1 CPT point Please retain a copy of your presentation in case of an audit.</i> Promoting the benefits of Reflexology by Social Media - limit is 1 CPT point per CPT membership year <i>(Promoting by Social Media, Publications or Advertising for member financial gain, does not earn CPT points)</i></p>	<p>2 per hour</p>	<p>10</p>	
<p>11. Active involvement in either: RAoA Board, Branch Committee, Conference Committee, FootPrints Editor, Facebook Moderator, State Editor or National Welcome Mentor <i>(keep log or diary of time/dates for evidence)</i></p>	<p>1 per hour</p>	<p>10</p>	
<p>12. Active participation on RAoA Sub-Committees or Working parties. <i>e.g. Research Committee, Education Committee, CPT Committee, Finance Committee, World Reflexology Week Committee, WHS, Promotions & Advertising Committee, Educational Practicum Exchange co-ordinators, Health Expo co-ordinators (Diary/log of dates and times required for evidence for audit purposes)</i></p>	<p>1 per hour</p>	<p>10</p>	
<p>13. Provide First Aid is to be completed every 3 years to retain PM status. Senior First Aid plus CPR completed together (every 3 years) CPR only (if renewed yearly)</p>	<p>Senior First Aid and CPR together</p> <p>CPR only</p>	<p>5</p> <p>2</p>	
<p>14. Ongoing study – Cert IV, Diploma, Advanced Diploma relative to Complementary Health, Allied Health, or other health related modality <i>(claimable 1 CPT year only)</i> Ongoing study – Bachelor Degree, Masters or PhD relative to Complementary Health, Allied Health, or other health related modality <i>(claimable per CPT year while undertaking study)</i> <i>Evidence of enrolment and of study being undertaken during the relevant period. Check with Membership Officer or Director CPT whether your chosen modality will be accepted.</i> <i>Please note: you are also required to obtain at least 10 CPT points from Activities 1-10</i></p>	<p>Cert IV Dip/Adv Dip</p> <p>Bachelor/ Masters/PhD</p>	<p>10</p> <p>15</p> <p>20</p>	

<p>15. Attendance at seminars/lectures/workshops specifically relevant to Professional Practice.</p> <p><i>This relates to building your clinical practice e.g. business studies; marketing and advertising; business coaching; Wetlab; WH&S; Aromatherapy; Flower essences; Neuro skeletal therapy; Acupressure; Reiki; Touch for Health; Nutrition; specific health conditions/ailments etc.</i></p> <p>Check with Membership Officer or Director CPT whether your chosen modality will be accepted</p>	<p>1 per hour Lunch time excluded</p>	<p>10</p>	
<p>16. Self-Directed on-line completion of <u>courses</u> relevant to building Clinical/Professional Practice (Certificate of Completion required for proof).</p> <p>Self-Directed on-line completion of <u>webinars</u> relevant to building Clinical/Professional Practice (Proof of completion required – e.g. Certificate or Email confirmation of attendance)</p> <p><i>(Both of these relate to building your clinical practice e.g. business studies; marketing and advertising; anatomy and physiology, aromatherapy; flower essences; neuro skeletal therapy; nutrition; disease/health conditions such as - but not limited to - diabetes, heart disease, ADHD, cancer, asthma, autism, mental health, depression dementia, gastrointestinal disorders, thyroid, adrenal fatigue, arthritis, osteoporosis) Before claiming check with Membership Officer or Director CPT whether your chosen modality will be accepted</i></p>	<p>1 per hour 5 max per project</p> <p>1 per webinar</p>	<p>10</p>	
<p>17. Paid subscription to a professional journal relevant to current practice or electronic subscription to On-line reflexology journals/research sites. Purchase of reflexology or professional practice books, CD's/DVDs, e-Books.</p> <p>Paid Apps related to reflexology or clinical practice e.g. anatomy & physiology; muscles; nutrition; aromatherapy</p> <p>Paid membership to a Professional Business Networking organisation – Chamber of Commerce, BNI (Business Network International, Business Women's Club.</p> <p><i>(Before claiming please check with Membership Officer or Director CPT as to whether your chosen item will be acceptable. Invoice/receipt required for proof of all above)</i></p>	<p>1 per subscription 1 per book/DVD</p> <p>1 per App</p> <p>1 per membership</p>	<p>5</p>	
<p>For further information - please refer to the CPT FAQ document in the Members section of the RAoA website – click on “Browse all CPT Documentation” icon.</p>			
<p>CPT Educational Points cannot be claimed for paid work (e.g. Teaching or Presentation of a workshop/seminar)</p> <p>I declare that the above is a true and accurate record of my CPT activities qualifying me for Professional Membership.</p> <p>Signed _____ Dated _____</p>		<p>Please Total Points</p>	<p>_____</p>