

Frequently asked questions - Continuing professional development

10 March 2022

All registered paramedics except those with student or non-practising registration have continuing professional development (CPD) obligations.

This FAQ provides additional information about CPD requirements, monitoring and exemptions.

What must I do?

The Paramedicine Board of Australia (the Board) requirements in relation to CPD are set out in the [continuing professional development registration standard](#) and the [guidelines for CPD](#). The Board expects you to be familiar with, and to meet, the CPD requirements as set out in these documents.

To comply with the registration standard, you must complete a minimum of 30 hours of CPD activities in each registration year. At least eight of these hours must be in an interactive setting with other practitioners. See the *Definitions* section of the registration standard and the guidelines for further information about interactive settings.

In addition to the minimum 30 hours of annual CPD, you must maintain a portfolio of information that documents your learning goals, records all your planned CPD activities, your reflection on how these CPD activities have or are expected to improve your practice and evidence of having completed these activities.

How will my compliance be monitored?

You will be required to make a declaration about your compliance with CPD requirements with your annual registration renewal. You may be audited and asked to provide proof that you have complied with the CPD requirements. You should keep a record of your CPD activity (your portfolio) for five years in case you get audited.

Should my formal learning activities be approved or assessed?

You are responsible for ensuring that the hours and content of your CPD activities satisfy the requirements in the CPD standard. The guidelines for CPD provide additional guidance about what activities will meet the requirements of the standard.

Can I be exempt from my CPD requirements?

The CPD standard enables the Board to grant a full or partial exemption or variation from the CPD requirements in exceptional circumstances.

What constitutes exceptional circumstances?

Exceptional circumstances for exemptions or variations will only be considered where there is compelling evidence that the circumstances have created a significant obstacle to the paramedic's ability to complete CPD, such as a practitioner taking a substantial absence from practice or overseas/remote area deployment.

All decisions about what are exceptional circumstances and any applicable exemption or variation will be made on a case by case basis.

How do I apply for an exemption or variation?

You must apply in writing to the Board if you think you are entitled to an exemption or variation due to exceptional circumstances. Where possible your application should be made in advance of the renewal of your registration.

Your request for exemption must explain the nature of the exceptional circumstances and you need to provide evidence that the circumstances prevented you from undertaking the required CPD.

Depending on the particular circumstances, the type of supporting evidence required would include: certified copies of medical reports or death certificate, together with a letter from employer regarding your absence from paramedicine practice.

Additionally, your request for exemption should include evidence of what CPD activity you have undertaken along with a proposed plan for your future CPD activities.

Will I get a full or partial exemption?

The Board accepts that a significant absence from practice, in exceptional circumstances, may entitle you to an adjustment of your CPD requirement. Decisions on whether to grant a full or partial exemption or variation will be made on the basis of each individual application and its circumstances.

What happens if I fail to comply with the CPD registration standard?

The National Law establishes possible consequences if you do not meet this standard. Your failure to comply with the standard may result in disciplinary action, including the imposition of a condition on your registration or the refusal of your application for renewal of your registration. The Board will take all relevant factors into consideration in each case of non-compliance, including the fact that these CPD requirements are new to paramedicine.