



THE AUSTRALASIAN
COLLEGE OF
PHLEBOLOGY

CPD Exemptions Policy

Policy Domain:	ACP Management
Policy Area:	Continuing Professional Development
Policy Author:	CPD Committee
Contact:	Executive Manager
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PURPOSE AND SCOPE

This policy outlines the circumstances where an exemption from participating in the ACP Continuing Professional Development (CPD) Program can be applied. This policy should be read in conjunction with the CPD Program Regulation and other associated policies and standards (see Associated Documents).

POLICY

All ACP Fellows in active practice must participate in a program of CPD. ACP understands that there may be times during a Fellow's career where an exemption from CPD participation is required.

Grounds for an automatic exemption from CPD include:

- New Fellows admitted to ACP after 30 October are granted an automatic exemption from participating in the CPD Program for that year
- Fellows undertaking training in one of the nine surgical specialties
- Fellows who retire from active practice during the CPD year

Grounds for an exemption from CPD where an application is required include:

- Fellows experiencing personal or family hardship
- Fellows experiencing personal or family illness
- Fellows on family leave
- Other special circumstances

The following reasons do not constitute grounds for an exemption from CPD:

- Fellows residing overseas – required to participate in CPD in the country in which they reside or in the ACP CPD Program
- Fellows undertaking sub-specialty training or post-Fellowship training (PFET)
- Fellows who are retired but maintain registration where there is a regulatory requirement to participate in CPD

Applying for an exemption

Fellows can apply for three types of exemption from CPD participation:

- A full exemption from all CPD requirements
- A partial exemption from one or more CPD categories
- A partial exemption from an activity and/or pro-rata points All exemptions are applied for a CPD period (12 months).

Supporting documentation

Applications for an exemption should be submitted to the CPD Officer. If supporting documentation is not attached at the time of application, further information may be requested if required. Information provided to ACP is handled in accordance with the ACP Privacy Policy.

Assessment and Approval of Exemptions

Applications are initially triaged and assessed confidentially by the CPD Committee.

Where an application clearly meets the policy standard, the committee will approve the exemption.

Where further information or assessment is required, the Chair of the CPD Committee will contact the Fellow to confirm their consent to escalate the matter to either the Professional Standards Chair or Professional Standards Committee.

All applications that are escalated will be de-identified.

Notification of Outcome

Fellows will be notified of an outcome or progress of their application within 14 days.

Where an application is approved, the Fellow's CPD Portfolio will be automatically updated, and ACP will upload confirmation of an exemption.

Where an application is not approved, Chair of the CPD committee will contact the Fellow to discuss options and work towards the best possible outcome.

Appeals

Fellows who wish to appeal a decision can write to the CPD Committee, please refer to the Appeals, Reconsiderations and Reviews Policy.

Support

ACP is committed to providing support to members to assist them appropriately through difficult situations.

Regulatory Requirements

There may be additional regulatory requirements if you are returning to practice after an absence of 12 months or more, or if you are only seeking an exemption for a defined period within a CPD year.

Fellows should ensure that they are aware of any regulatory requirements and the impact a CPD exemption may have on their practice.

ASSOCIATED DOCUMENTS

Continuing Professional Development (CPD) Handbook
CPD Compliance Policy

CONTACT DETAILS

For further information please contact the CPD team:

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Email: education@phlebology.com.au