



# **ANTA Continuing Professional Education (CPE) Guidelines**

## **What is CPE**

Continuing Professional Education is the upgrading or acquisition of knowledge and skills in the accredited modalities that will aid the practitioner in providing the patient with a high standard of health care.

## **Why is CPE Necessary**

CPE is an important part of providing professional healthcare services to patients and ensures practitioners regularly update their clinical skills and professional knowledge.

ANTA requires members to complete 20 CPE hours annually (January to December). Completion of 20 CPE hours annually is a requirement for your ongoing ANTA membership. It is also a requirement for provider recognition with all health funds and WorkCover authorities (if applicable). **Note:** If you do not complete 20 hours of CPE annually, your ANTA membership will be suspended until you have completed the 20 hours required. If you are registered with health funds and WorkCover authorities they will terminate your provider recognition.

***Please note that 1 hour of CPE activity = 1 CPE point.***

***For members registered with health funds, please note that they carry out audits of your records each year to ensure 20 hours of CPE have been completed.***

***By the end of each calendar year ensure that you lodge details of 20 hours of CPE on your personal profile within the ANTA Member Centre. We recommend that you also keep a copy of your CPE records (e.g. attendance certificates) in the event of an audit by a health fund (if applicable).***

## **Other Benefits of CPE**

- Members are kept informed and up-to-date with the latest developments
- Facilitates communication and networking
- Encourages further study
- Enhances professional standing within the community

## **Required CPE Hours**

ANTA members must accumulate a minimum of 20 CPE hours per annum (January to December). At least 50% of CPE hours undertaken must be related to the modalities you are accredited in by ANTA. **Note:** hours in excess of 20 completed in the current year are not permitted to be carried over to subsequent years.

Members registered with CMBA/AHPRA must abide by the CMBA/AHPRA CPD/CPE Guidelines for the modalities of Acupuncture and Chinese Herbal Medicine and must also submit their CPE to ANTA (<http://www.ahpra.gov.au/chinese-medicine.aspx>).

## **CPE Activities**

Members can undertake CPE hours in many ways including the following:

- Attend ANTA free seminars
- Research scientific information within the ANTA Member Centre on:
  - IMGateway
  - eMIMS Cloud

- Participate in research projects involving, or related to, natural therapies
- View seminar recordings and seminar presentations
- Complete courses on ANTA eLearning Centre
- Give lectures/tutorials
- Give CPE seminar presentations
- Undertake further study
- Complete short courses
- Contribute an article to the ANTA journal “The Natural Therapist” and ANTA website
- Contribute an article to other relevant journals, magazines and publications
- Read articles in the tri-annual ANTA journal “The Natural Therapist”
- Subscribe to and read other professional publications and journals
- View webinars
- View online DVDs or recordings on relevant topics
- Listen to recordings on relevant topics
- Radio/TV broadcast on relevant topics
- Read and research information on topics relevant to your practice
- Attend local practitioner groups/workshops
- Conduct volunteer work with community groups involving natural therapies

**Note: First Aid and CPR courses are not recognised or accepted as CPE by ANTA or Health Funds.**

### **ANTA Seminars**

ANTA seminars are held in each state annually and are **free** for all ANTA members.

ANTA and other CPE seminars are communicated to members via the ANTA website, ANTA eNews and in “The Natural Therapist”. Members should regularly check the ANTA website for details of seminars.

### **Maintaining your own personal online CPE Record**

ANTA provides members with simple easy to use online facilities to complete and lodge their CPE hours in their own personal and permanent CPE online record fully maintained with the ANTA Member Centre (Note: your CPE history is retained for future reference and you should not delete any of your online CPE records as ANTA may be required to present them to health funds if requested).

### **To submit/edit/view your CPE hours online with ANTA**

- Sign into your membership portal on the ANTA website and click on “Member Centre”
- Click on “Submit/Edit CPE Points”
- Click on “Add a new CPE Activity” to add a new record or “Edit an existing CPE Activity record” to edit or delete a record

Enter the following details for each activity:

- Date of activity
- CPE year (for auto calculation)
- Resource, e.g. Book, Course, Seminar, Webinar, etc
- Short description of activity (including author or link where applicable)
- Number of hours of activity (if an activity is 30 minutes record as 0.5)

For further information or assistance contact ANTA at [admin@anta.com.au](mailto:admin@anta.com.au) or 1800 817 577.