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**Continuing Professional Development (CPD) By Law**

Continuing Professional Development (CPD) is the means by which practitioners broaden and deepen their knowledge, skills and awareness, to develop the personal and professional qualities necessary for the effective practice of dance movement therapy. DTAA sees CPD as part of a lifelong professional learning process. The DTAA’s CPD requirements are intended to support the obligation of registered Professional Members to maintain currency of practice.

1. It is recommended that CPD is spread over a broad range of learning opportunities. There are two categories from which the annual required 20 hours of CPD may be accrued:
2. **Category A**: Minimum annual requirement – 15 hours

Over the three year audit period, at least 20 of the 60 hours (20 hours per year times three years), should be accrued within Categories A1 and A2.

1. **Category B**: Maximum claimable annual allowance - 5 hours
2. Before renewal of membership each year, Professional and Provisional Members must report their CPD for that financial year, by completing Sections One and the appropriate number of forms from Section Two of the attached forms.
	1. For **each** activity you attend (in Category A or B), the appropriate Activity Report (Section Two) must be completed. The summary chart (Section One) tells you which form will be required for each category.
	2. At the end of the financial year the total number of hours per Activity Code is entered into the form and this is added up to make the totals for Category A, Category B, and total CPD.
3. When the upload facility is available members will upload appropriate evidence of their CPD to the online Professional Log.
4. Until the online facility is available, members will maintain their own records until they are informed of an audit request. At that time they will submit the documentation to admin@dtaa.org.au.
	1. Members will not be able to proceed with their renewal until their completed CPD has been logged.
	2. Once CPD and renewal fees are paid, the member will receive their Certificate of Annual Currency.
5. Every year approximately one-third of the Professional Members will have their CPD documentation audited. The focus of the audit is to encourage members to ensure they are completing Continuing Professional Development relevant to their needs. While auditing only takes place once every three years, Professional Members must nevertheless to log their completed CPD annually either before or during the renewal process.