

**CPD Reporting and Audit Information**

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. Thus, 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:

* **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.

* **Category B**: Maximum claimable annual allowance - 5 hours

**Audit**

Every year approximately one-third of the Professional Members will have their CPD documentation audited for that calendar year. The focus of the audit is to encourage members to ensure they are completing Continuing Professional Development relevant to their needs.

**Reporting**

Members are responsible for documenting their completed CPD, and storing evidence of attendance until it is requested for their three-yearly audit. You may find it useful to complete the Activity Reporting and/or Reflective Journal information as soon as the activity is undertaken so that information is not lost. The CPD summary can be completed at the end of the financial year.

At the end of each calendar year, one third of the DTAA Professional Membership will be asked to supply CPD documents for the preceding year.  At that time, you will complete the entire [CPD Reporting form](https://dtaa.org.au/wp-content/uploads/2019/06/DTAA-CPD-Annual-Reporting-Forms-30.5.2019.docx), including the summary cover sheet, multiple event reporting forms (depending on the number of events you have attended), and documentation of your attendance.  After compiling these documents and forms, you will create a single PDF and email it to admin@dtaa.org.au.

For **each** CPD activity you participate in (in Category A or B), the appropriate Activity Report Template (Section Two) must be completed. The summary chart (Section One) tells you which form will be required for each category. When you have identified all your CPD activities, total up number of hours per Activity Code and enter this value into the form. Use these numbers to create the sum totals for Category A, Category B, and total CPD.

Acceptable CPD evidence includes: certificates of attendance; receipts which show the course name, course duration and the attendee’s name; screen shot photos of on-line participation; or other documentary proof which verifies the course name, course duration and the attendee. Members must retain these records in their personal files.