



# Recency of Practice Policy for Certified Practicing Nutritionists

## Contents

Recency of Practice Policy for Certified Practicing Nutritionists .....	1
1. Purpose.....	2
2. Definition of Practice.....	2
3. Recency of Practice Requirements .....	2
4. Breaks in Practice .....	2
5. Evidence of Practice .....	3
6. Ongoing Requirements for Certified Practitioners.....	3
7. Auditing.....	4
8. Certification and Recertification .....	4

## 1. Purpose

The **Recency of Practice** policy ensures that Certified Practicing Nutritionists provide safe, ethical, and effective health care services to the public by maintaining their professional knowledge and skills.

## 2. Definition of Practice

For the purposes of this policy, practice refers to any activity where a Certified Practicing Nutritionist applies their professional skills and knowledge to contribute to the delivery of safe and effective services. This encompasses, but is not limited to:

- a. Direct clinical care.
- b. Non-clinical roles such as management, administration, education, research, advisory, regulatory, or policy development.
- c. Paid work or formal volunteer activities on a full-time or part-time basis.
- d. Maintenance of certification and Continuing Professional Development (CPD) activities alone do not constitute practice.

## 3. Recency of Practice Requirements

To meet AARPN's **Recency of Practice** standard, practitioners must accrue:

- a. At least 150 hours of practice per year within their scope of practice, or
- b. 450 hours of practice over the previous three years within their scope of practice.

The maximum time frame a practitioner can remain uncertified with AARPN is three years. Beyond this period, they must fulfill the criteria described under the **Resumption of Practice** policy (refer to **Resumption of Practice Policy** for Certified Practicing Nutritionist).

A **Mandatory Declaration** regarding **Recency of Practice** is required at the time of recertification.

## 4. Breaks in Practice

Practitioners can take breaks in their practice without penalty, provided they can meet the recency requirements (150 hours per year or 450 hours over three years) on their return. Practitioners who have not been certified for more than three years must be assessed for resumption of practice in accordance with AARPN's **Resumption of Practice** policy.

Note: the AARPN Certification Committee reserves the right to implement **Resumption of Practice** requirements within a shorter time frame than the minimum 3 years if deemed necessary.

## 5. Evidence of Practice

Certified Practicing Nutritionists must on request from the AARPN Certification Committee, provide verifiable evidence to demonstrate their **Recency of Practice**. Acceptable forms of evidence may include:

- Employment contracts.
- Statements of service.
- Contact details for employers or organisations where practice occurred. Other relevant documentation, upon request.

### *Evidence of Practice for Sole Traders*

Sole traders must on request from the AARPN Certification Committee, provide verifiable evidence to demonstrate meeting **Recency of Practice** requirements, including:

- Client records (de-identified where necessary) that demonstrate active provision of services.
- Business activity records, such as tax filings, invoices, or financial records.
- Evidence of self-directed practice including records of client consultations, business activity statements (BAS), or a log of professional activities undertaken in their private practice.

## 6. Ongoing Requirements for Certified Practitioners

At the time of recertification, practitioners must declare that they have met the **Recency of Practice** requirements. They must demonstrate:

- At least 150 hours of practice per year within their scope of practice.
- CPD logs showing professional development activities undertaken.

**CPD Logs:** The CPD logs of all practitioners being certified for the first time, including new graduates, will be included in the annual CPD audit and meet the requirements of AARPN's **Continuing Professional Development** requirements (as set out in the Continuing Professional Development policy).

## 7. Auditing

AARPN conducts an annual random audit of Certified Practicing Nutritionists to ensure compliance with the **Recency of Practice** requirements. This audit coincides with the external audits of AARPN conducted by the Private Health Insurance funds – notably Medibank Private and Australian Regional Health Group (ARHG).

- A minimum of 7% of all certified practitioners
- Verification of practice hours and assessment of compliance.
- Practitioners who cannot demonstrate the required minimum hours will be subject to follow-up action in accordance with AARPN's **Resumption of Practice** policy.
- That appropriate evidence is on file to validate the practitioner's claims of practice.

## 8. Certification and Recertification

Certification and recertification as a Certified Practicing Nutritionist will only be granted once all **Recency of Practice** requirements and Continuing Professional Development requirements are met, in addition to currency of First Aid Certification, Working With Children Checks, and Professional Indemnity insurance - and the necessary evidence has been submitted to AARPN.

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