



AARPN Continuing Professional Development (CPD) Policy for Certified Practicing Nutritionists (January 2025)

1. Purpose

The purpose of this CPD Policy is to ensure that Certified Practicing Nutritionists maintain, improve, and broaden their professional knowledge, expertise, and competence throughout their careers. By engaging in relevant CPD activities, practitioners demonstrate a commitment to providing safe, ethical, and effective care to their clients, thereby building public trust in the profession.

2. Scope of Application

This policy applies to all Certified Practicing Nutritionists registered with AARPN.

3. Mandatory Compliance

All certified practitioners must participate in AARPN's CPD program annually. Failure to comply with these requirements will impact a practitioner's certification status.

4. CPD Cycle and Weighting

The CPD cycle runs on an annual basis from July 1 to June 30 each membership year.

The minimum CPD requirement is 20 hours per year on a 1 for 1 basis.

5. CPD Categories

CPD activities are prescribed by AARPN via a CPD Assignment and include a balanced mix of the following categories:

1. Work-Based Activity – Complex Case Study
2. Courses, Seminars, Conferences, Professional Mentoring
3. Self-Directed Learning – professional reflection on peer reviewed journal articles relevant to current area of practice
4. Ethics and Cultural Safety – can be addressed in Category 2 (above)

6. Supporting Practitioners in CPD

The annual CPN CPD program is guided by the AARPN CPD Assignment which is flexibly structured to enable the capture of the range of CPD activities relevant to the roles undertaken by CPNs.

These include:

- Clinical (general and specialised) practice.
- Health management, leadership, and administration.
- Education, research, advisory, regulatory, or policy development roles.

Links and suggestions for CPD activities will be made available on the AARPN website to facilitate practitioners in their selection of options that best match their individual area of practice.

Practitioners are encouraged to develop a personal CPD plan annually, tailored to their individual area of practice and professional development goals.

7. Reductions and Extensions

CPD Reductions: Practitioners may apply for a reduction in their annual CPD requirements due to personal circumstances or professional hardship. Reductions are granted through a written application process to the AARPN Accreditation Committee and will lower, but not waive, the CPD requirements, except in extreme circumstances.

CPD Extensions: In cases where practitioners need more time to meet their annual CPD requirement, they may apply for an extension. The decision to grant an extension rests with the AARPN Accreditation Committee (or its representative).

8. Evidence requirements

Practitioners must submit an **Evidence Log** of their CPD activities for the membership year. Acceptable evidence includes certificates of attendance, reflective case studies, payment receipts/enrolment receipts with summaries of lessons learned where no certificate of attendance was issued, reflective summaries of peer reviewed literature, activity summaries. Forms of evidence are specified in the AARPN CPD Assignment.

Retention of Evidence: AARPN stores the evidence submitted, however, practitioners must maintain records of their CPD activities for at least three years for audit verification purposes.

9. Submission and Audit Requirements

Submission: Practitioners must provide evidence of completion and submission of the AARPN CPD Assignment prior to re-certification.

Audit: AARPN conducts an annual audit to ensure compliance with CPD requirements, which includes:

- A minimum annual random audit of 7 percent of practitioners that is externally validated, and a 100 percent internal audit of practitioners annually. This includes those newly certified, those being recertified, and those resuming practice (refer to the Resumption of Practice Policy).
- Any random audit may also include additional selected sub-groups identified by AARPN, such as practitioners who have previously failed an audit.

10. Audit Outcomes and Management

Audit outcomes are clear and are linked to a management processes.

Audit results are categorised based on compliance status:

- **Compliant:** When the practitioner meets or exceeds the CPD requirements.
- **Non-Compliant:** When the practitioner fails to meet the CPD requirements or cannot provide adequate evidence.

Non-compliant practitioners are subject to:

- Additional guidance and support for future CPD planning.
- A requirement to complete specified CPD activities within a defined timeframe.
- Temporary suspension of certification until compliance is achieved, regardless of the severity of non-compliance.

Audit outcomes are recorded, and AARPN uses this data to inform future CPD policies and identify areas where AARPN CPD practices can be improved, or practitioners may need additional support.