

### **Aims of CPE**

- To ensure that BTFA members continue to update their skills in professional development as a Bowen Therapist
- To encourage continued lifelong professional growth and learning for BTFA members
- To meet Private Health Fund Provider requirements as well as ethical and professional obligations as a practicing Bowen Therapist
- To meet growing demands from the public, government and the insurance industry for improved practitioner competency and accountability.

Continued Professional Education (CPE) is a requirement for Therapist and Practitioner level of the Bowen Therapists Federation of Australia Inc. The committee has identified Continuing Professional Education as: "Training that enhances the member in their professional practice as a Bowen Therapist".

Therapist and Practitioner members are expected to gain 20 CPE points in any membership year (Regulations 5.3). If the member fails to agree to this requirement, their membership renewal **cannot be processed** until **this requirement is agreed**.

If a member has **more than** 20 CPE points for a year, they can carry **up to** 20 excess points into the next membership year (Regulation 5.3.3).

It is also required by the Health Fund's Act that we manage our CPE and ensure that our members comply. During an audit by a health fund, they can and will look at whether a Therapist member meets not only the Insurance and First Aid requirement, but also has met our CPE requirements. If during a BTFA audit, a member fails to meet requirements that demonstrate they are compliant with Regulations 5.3; the BTFA do not forward their details to Health Funds until such time as those points are achieved and they can seek reinstatement.

The BTFA can set the CPE requirements and as a result, the BTFA committee nominate a sub-committee to oversee membership CPE, reporting back to the BTFA committee. The sub-committee comprises 3 members. To comply with the BTFA regulation 2.2.2, the CPE committee must include at least one BTFA committee member; the BTFA committee can also nominate two other non-committee members to stand on this committee.

The role of this committee is to:

- Evaluate and reply to member's queries for courses/workshops for CPE
- Assist in audit queries on CPE
- Evaluate and recommend changes for CPE acceptance to the BTFA committee
- Refer cases that cannot be decided, to the BTFA committee with a recommendation
- The BTFA committee also evaluate members who cannot meet the CPE requirement.
- At the discretion of the CPE committee, members can be given a once only time extension if there are extenuating circumstances.
- At the discretion of the CPE committee, members can be given a once only **exemption** if there are severe extenuating circumstances.

### **How to apply for Evaluation of a course**

The member needs to contact the BTFA membership admin who will forward the request on to the CPE committee. The request must be forwarded in writing with a synopsis or similar of the course to be evaluated. The member will receive a written reply from the CPE committee.

### **How to apply for an Extension of time**

The BTFA committee can consider giving a time extension as a once only exemption. The member will need to forward a request in writing to the BTFA membership admin who will forward the request on to the CPE committee.

The member will be expected to gain their 20 points within the time extension allotted and also a further 20 points before the end of the next membership year. The member will receive a written reply from the CPE committee.

The request will be treated with the utmost confidentiality.

### **How to apply for an Exemption for CPE**

The BTFA committee can consider giving an exemption for CPE points for members who are in extreme circumstances. The committee will only grant this as a one off. The member will need to forward a request in writing to the BTFA membership admin who will forward the request on to the CPE committee. The member will be expected to gain 20 points before the end of the next membership year. The member will receive a written reply from the CPE committee.

The request will be treated with the utmost confidentiality.