

# ELIGIBILITY, EXEMPTIONS AND SIGN-UP POLICY

CPD Australia



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*At CPD Australia, we uphold values of inclusivity, diversity, and respect for all individuals, paying homage to the rich cultural heritage of Aboriginal and Torres Strait Islander peoples, as well as honouring the diverse backgrounds and experiences of every member of our community. With a commitment to fostering a culturally safe and inclusive learning environment, our CPD Home embraces the principles of equity and cultural responsiveness, ensuring that every participant feels valued and supported on their educational path.*

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<sup>1</sup> <sup>1</sup>Used with consent from Tima Miroshnichenko, available at [pexels.com](https://www.pexels.com)

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## PURPOSE

CPD Australia provides a CPD Program to ensure practitioners maintain and improve their knowledge and skills and remain compliant with registration requirements set by the Medical Board of Australia. The purpose of this Policy is to outline the circumstances under which medical practitioners are eligible to subscribe to the CPD Australia Program, how they can sign up, and under which circumstances an exemption from participation in the CPD Program may be approved by CPD Australia.

## ELIGIBILITY

CPD Australia recommends practitioners choose a CPD Home that is suitable for their scope of practice. Please refer to the standards listed online [here](#) by the Medical Board of Australia and their [informative guide](#) on common scenarios for medical practitioners in Australia.

**All medical practitioners need a CPD Home** unless exempt.

**The following groups do not need to join a CPD Home:**

- Medical students\*
- Interns in accredited intern training programs and PGY2 practitioners who are participating in a PGY2 training program accredited by your State or Territory postgraduate medical council (or equivalent), and/or working in supervised clinical practice positions in a hospital or general practice setting. You will be deemed to have met the standard for CPD by participating in your position and any associated education.\*
- Medical practitioners who have limited registration in the public interest or limited registration for teaching or research and who have been granted registration for no more than four weeks
- Medical practitioners with non-practising registration.

CPD Australia recognises the value in keeping track of CPD at any stage of learning. As such, practitioners who do not require a CPD Home may still join CPD Australia voluntarily on a free (light) subscription for self-reflection and personal record-keeping purposes. Noting that practitioners on a free (light) subscription will not be reported to AHPRA and does not meet the requirements of having a CPD Home if one is required.

Medical practitioners who wish to apply for an exemption or variation by their CPD Home in relation to continuous absence from practice for six to 12 months for special circumstances must first be a member of CPD Australia prior to this request being considered.

**The following groups record CPD through the relevant specialist medical college:**

- Specialist trainees automatically meet CPD requirements by participating in an accredited specialist training program by an accredited specialist medical college.
- Specialist international medical graduates (SIMGs) with limited registration in the specialist pathway must record their CPD through their affiliated specialist medical college.

## SIGN-UP

CPD Australia is dedicated to supporting the continuous professional development of medical practitioners through the provision of a CPD Program. Eligible practitioners can sign up to CPD Australia to assist in meeting their CPD requirements.

### **Subscription Process**

Practitioners interested in subscribing to our services are advised to thoroughly review the Policies and Guidelines of CPD Australia, available on the website. By proceeding with the subscription, practitioners agree to comply.

To activate a subscription, practitioners must create a user profile on [cpdaustralia.org](http://cpdaustralia.org) by providing their credentials along with essential personal information, including their name and contact details. Practitioners are required to complete their learning profile, which encompasses details such as their AHPRA registration number, affiliations with specialty medical colleges, and other relevant information necessary for profile completion. All data is stored in line with our *Privacy Policy*.

Subscribing practitioners will be required to enter payment details to facilitate secure transactions related to annual subscription renewal.

CPD Australia commits to non-discrimination in our eligibility and sign-up processes.

### **Email, AHPRA and Payment Verification**

To uphold program integrity, all practitioners undergo a three-step verification process. First, practitioners must verify their email address before creating a CPD Australia profile. This verification step is automated, and accounts cannot be created or accessed until the email address is confirmed. Second, during sign-up, practitioners must enter their AHPRA registration number - a link is provided to help locate this number via the public AHPRA register. Once all details have been submitted, portal access is granted immediately. CPD Australia verifies all AHPRA numbers prior to reporting and reserves the right to refuse or revoke membership if a practitioner holds an invalid or suspended AHPRA registration, provides false or misleading information, fails to resolve a verification issue before the CPD reporting deadline, or has breached our *Terms and Conditions*. Finally, all practitioners undergo payment verification prior to CPD compliance assessment and reporting. CPD Australia will only report a practitioner's compliance status to AHPRA if they hold an active (paid) subscription. Without an active subscription, compliance will not be reported.

### **Cancellation of Existing Subscriptions**

Existing practitioners who do not intend to renew their subscription for the following CPD year must notify CPD Australia before the end of their billing cycle. Cancellation requests can be received via email to [hello@cpdaustralia.org](mailto:hello@cpdaustralia.org) or via the billing page on the web portal.

Practitioners cancelling their subscription may be asked to participate in an Exit Poll to assist in service improvement efforts.

### **Acceptable Conduct**

Practitioners are expected to engage with CPD Australia staff respectfully and courteously. Any communication should be constructive. For further inquiries, contact [hello@cpdaustralia.org](mailto:hello@cpdaustralia.org).

## SPECIAL EXEMPTIONS

We understand that medical practitioners may encounter circumstances that make it challenging to meet their annual CPD Program requirements. Requests for special exemptions may be received in writing to [support@cpdaustralia.org](mailto:support@cpdaustralia.org)

If a practitioner has been absent from medical practice for more than six months, up to and including 12 months, due to special circumstances, they may be eligible for an exemption or variation for their current CPD Program period.

Requests for special exemptions or variations may be considered on the following grounds:

- Parental leave
- Illness or disability
- Emergency situations
- Full-time study
- Cultural responsibilities
- Caring responsibilities
- Other exceptional circumstances on a case-by-case basis.

## PROCESS FOR EXEMPTIONS, NOTIFICATION, REVIEW AND APPEALS

Exemption and variation requests must be submitted in writing to CPD Australia at [support@cpdaustralia.org](mailto:support@cpdaustralia.org) and must include all relevant documentation, evidence, and facts to make an informed decision on the application.

Accepted evidence and/or documentation to support requests could include:

- Formal written request outlining the reason(s) for seeking an exemption
- Medical Certificate
- Letter of support from employer
- Letter from other relevant authority
- Police Report
- Statutory Declaration
- Certificate issued by The Registry of Births, Deaths and Marriages
- Enrolment letter issued by a university confirming proof of full-time study load
- Other documents as appropriate

When reviewing applications for special consideration, CPD Australia considers the extent to which circumstances cited could prevent the applicant from meeting requirements, the foreseeability of circumstances, and the evidence provided. Applications are escalated internally as required.

CPD Australia aims to provide special consideration outcomes within a reasonable timeframe. Applicants are notified of outcomes in writing, and justification is provided where applicable. Following notification of the outcome, applicants may request a reconsideration of decisions made by addressing an appeal in writing. Further details are found in the *Appeals and Complaints Policy*.

## SPECIAL EXEMPTIONS FOR CULTURAL OBLIGATIONS

Cultural responsibilities may warrant special exemptions, including those related to Aboriginal and Torres Strait Islander practitioners. CPD Australia recognises the unique and sometimes additional support that should be afforded to Aboriginal and Torres Strait Islanders participants of the CPD Home. For these practitioners, flexibility in timelines and documentation requirements may be offered to provide best support, and practitioners are encouraged to contact [support@cpdaustralia.org](mailto:support@cpdaustralia.org), so that further information including tailored support strategies and the opportunity to meet with the Cultural Support Officer can be offered. The specific support may be individualised for the practitioner's needs, and may include:

- Identification of flexible and appropriate documentation to support an exemption application – *see below*.
- Acting as an advocate for the practitioner, liaising with CPD Australia's leadership and external organisations where additional information is required.
- Use of language services where appropriate, including translation or interpreter services.
- Connecting the practitioner with relevant community supports including specific Aboriginal and Torres Strait Islander health organisations and community leaders.
- Follow-up with consultations to better understand specific cultural needs and obligations and how they might affect future CPD requirements.
- Recommendation of culturally appropriate resources (eg. resources available through *WellMob*) including websites, apps, podcasts, videos, helplines, social media and online programs with a focus on social and emotional wellbeing for Aboriginal and Torres Strait Islander individuals.
- Connecting the practitioner to Aboriginal and Torres Strait Islander peer networks or professional groups (eg. the Australian Indigenous Doctors' Association to provide additional support).

Communication options are varied beyond email, including in-person, phone, and video meetings depending on the practitioners preference. CPD Australia allows for flexibility in timelines and, where possible on documentation requirements, accepting relevant materials to support an exemption request such as:

- A letter, or other communication, from a recognised Aboriginal or Torres Strait Islander Elder or community leader, affirming the practitioner's involvement in culturally significant events or responsibilities.
- A cultural obligation statement from the practitioner explaining their cultural obligations, such as participation in community ceremonies, traditional responsibilities, or kinship obligations.

- A certificate or other confirmation of a practitioner's involvement in cultural events, ceremonies, or traditional gatherings, Sorry Business, or other significant cultural practices.
- Medical certificate may be used if cultural obligations intersect with health concerns, such as stress or trauma linked to community mourning periods or family obligations.
- A letter from an Aboriginal and Torres Strait Islander health service or organisation (e.g., an Aboriginal medical service) acknowledging the cultural obligations of the practitioner.
- Documents related to family or community responsibilities, such as funeral arrangements (Sorry Business), kinship care duties, or other obligations that are critical to Aboriginal and Torres Strait Islander communities.
- A formal recommendation from CPD Australia's Cultural Support Officer or an external cultural consultant, based on consultation with the practitioner, supporting their request for exemption.

## CPD REQUIREMENTS FOR PRACTITIONERS WITH PARTIAL-YEAR AHPRA REGISTRATION

Practitioners who hold AHPRA registration for only part of the CPD year (which runs from 1 January to 31 December) are still required to meet CPD requirements for the year in which they are registered. This includes, for example, international medical graduates newly registering in Australia, those resuming registration after a period of absence, or those whose registration ceases during the year.

Practitioners in this category may sign up with CPD Australia as their CPD Home, provided they meet the eligibility criteria outlined above.

Where a practitioner does not hold valid AHPRA registration for more than six months, up to and including 12 months of a CPD year, they may be eligible to apply for an exemption or variation of their CPD requirements. This may include pro-rating of CPD requirements in line with their registration period.

To apply for an exemption or variation, practitioners must email CPD Australia at [support@cpdaustralia.org](mailto:support@cpdaustralia.org) and provide confirmation of the specific dates during which they will hold valid AHPRA registration within the CPD year.

Practitioners who are not approved for, or do not apply for, an exemption or variation within the relevant CPD year (1 January to 31 December) will be required to complete the full CPD requirements for that year.

## PRACTITIONERS WITH REDUCED PRACTICE VOLUME

Practitioners with a reduced practice volume for reasons not covered under the *Special Exemptions* categories (such as those transitioning into retirement or semi-retirement while maintaining AHPRA registration) are still required to meet the full CPD requirements. This approach ensures consistent professional standards across all registered practitioners. Practitioners who meet the *Special Exemptions* criteria, including periods of absence from practice as outlined above, remain eligible to apply for an exemption or variation.

## ANNEXURE

### HOW CPD AUSTRALIA APPLIES EXEMPTIONS AND VARIATIONS

All practitioners joined with CPD Australia must complete the full CPD requirements unless a variation or exemption has been formally applied for and approved in writing. No variations or exemptions are issued automatically.

Practitioners who believe they may be eligible for a variation or exemption must contact CPD Australia and submit appropriate documentation for consideration within the relevant CPD year as per the processes outlined above. CPD Australia will review the information provided and issue a written determination outlining whether a variation/exemption applies and, if so, to what extent.

For clarity, and as a guide only, below is a summary of the potential exemption/variation bands that may be applied by CPD Australia:

Possible Variation/ Exemption	Registration Requirements						
	Minimum Educational Activities (EA)	Minimum Measuring Outcomes (MO) + Reviewing Performance (RP) [total]	Minimum individual MO and minimum individual RP [each]	Overall Hours	Annual Professional Development Plan	Program Level Requirements <small>(culturally safe practice, professionalism, addressing health inequities, ethical practice)</small>	Specialist High Level Requirements (if applicable)
<b>Full requirements</b> <i>(ie no variation)</i>	12.5	25	5	50	Required	0.5h of each	Required
<b>50% variation</b> ~ Absence of 6 – 7 months	6	12.5	2.5	26	Required	0.5h of each	Required
<b>35% Variation</b> ~ Absence of 7-10 months	4	8	1.5	18	Required	0.5h of each	Required
<b>15% Variation</b> ~ Absence of 10-12 months	1.5	3	1	8	Required	0.5h of each	Required
<b>Exemption</b>	0	0	0	0	Not required	Not required	Not required



Eligibility, Exemptions and Sign-up Policy		
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