

# 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 doctors 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 doctors 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 and PGY2 practitioners participating in training programs accredited by state or territory postgraduate medical council (or equivalent). These programs entail extensive supervised clinical practice in the hospital or general practice setting and participants attend education as part of the program.\*
- Medical practitioners who have limited registration in the public interest or limited registration for teaching or research and have been granted registration for no more than four weeks.
- Medical practitioners who are granted an exemption or variation by their CPD Home in relation to continuous absence from practice for six to 12 months for parental or carer leave, serious illness or other approved circumstances.
- Medical practitioners who hold a non-practicing registration.

**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.

\*We recognise the value in keeping track of CPD at any stage of learning. As such, CPD Australia may offer its Program at a discounted rate for the following groups:

- Medical students
- Interns
- PGY2 practitioners participating in training programs accredited by state or territory postgraduate medical council (or equivalent)

CPD Program compliance for these groups will not be submitted to the Medical Board of Australia. Records are designed to be kept by the relevant practitioners for their own records and self-reflection.

## 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

Individuals 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, individuals agree to comply.

To activate a subscription, individuals 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. Subscribers 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.

We reserve the right to verify the credentials of practitioners to confirm their registration status. This may include cross-checking all AHPRA numbers provided by applicants to ensure they are registered healthcare professionals.

### Cancellation of Existing Subscriptions

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

Cancelling subscribing participants may be asked to participate in an Exit Poll to assist in service improvement efforts.

### Acceptable Conduct

Subscribers 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.

<b>Eligibility, Exemptions and Sign-up Policy</b>		
<b>Status</b>	Active	12 November 2024
<b>Author</b>	28 March 2024 Lauren Jackson, Program Manager	
<b>Reviewed and Approved</b>	28 March 2024 Tristan Dale, Chief Operations Officer	
<b>Reviewed and Approved</b>	08 October 2024 Tristan Dale, Chief Operations Officer	
<b>Next Review Date</b>	28 March 2026	