



# Frequently Asked Questions for Continuous Professional Development Programme

<b>Document name</b>	<b>Frequently Asked Questions for Continuous Professional Development Programme</b>
<b>Responsible officer</b>	<b>Head of Division: Professional Practice</b>
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**1. Are students, interns and community service practitioners required to comply to submit CPD?**

No. The health practitioners registered in student, intern or community service register do not have to comply with CPD requirements but are encouraged to attend CPD activities and may accrue CEUs, which will be credited as soon as they move into an eligible register.

**2. What are the CPD accreditors?**

A group or institutions that appointed by a professional board after meeting the criteria. The role of the Accreditor is to:-

- review and approve applications for the provision of CPD activities (within its profession's ambit) by organisations and individuals without accredited service provider status;
- to monitor these activities; and to revise continuing education units (CEUs) allocated in the event that the provider fails to comply with the rules and regulations of the CPD guidelines.

Professional boards may delegate their responsibility for accrediting service providers to accreditors. The criteria and processes to be followed as well as the procedures for record keeping are contained in the criteria and guidelines document. Accreditors can also provide their own activities if they were approved as an accredited service provider.

**3. What is an accredited service provider?**

Profession specific higher education institutions and departments, professional associations or formally constituted professional interest groups who meet the specified criteria and have been accredited by the board and/ or its designated accreditor to present learning activities for CPD programme.

**4. What are Continuing Education Units (CEUs)?**



The value attached to a learning activity for CPD.

**5. When is a practitioner non-compliant?**

A practitioner is considered non-compliant when he/she fail to provide evidence of having obtained annual CEU requirements as determined by their professional board.

**6. What is the consequence for non-compliant to CPD programme?**

There are various penalties which can be imposed by the professional board for non-compliance, such as changing the category of registration to supervised practice; instituting a board examination; suspension from the register or any other resolution by the relevant professional board.

**7. How do I check my compliance status?**

Practitioners may check their compliance status on the CPD portal on the HPCSA's website.

**8. I am not practicing in South Africa, will the learning activities which I engage in internationally be recognised?**

Yes, when health practitioner who is actively practising outside of South African borders and attend an accredited professional or academic meeting or activity internationally, it will be recognised for CPD purposes. An accreditor in South Africa will accredit the activity attended internationally if not accredited/recognised for CEUs equivalent in the country where it was held.

**9. I am currently studying, will my learning activity accepted as a CPD activity?**

Postgraduate degrees, diplomas and certificates that are recognised as additional qualifications by the relevant professional board – at the end of each year of study (not exceeding the normal duration of the degree); thirty CEUs may be claimed upon submitting an academic report on progress, and additional thirty CEUs may be



claimed on successful completion of the qualification.

**10. I have retired, do I still have to be CPD compliant?**

Retired health practitioners who are active on the register are required to be compliant with CPD.

**11. I have not practiced in a long time and I am unemployed?**

In terms of Section 26 of the Health Professions Act 56 of 1974, all registered practitioners are obligated to comply with the CPD requirements .

**12. Has the random CPD audits been stopped?**

The practice of random sampling practitioners from HPCSA database to verify compliance to CPD requirements is discontinued, all practitioners can upload their evidence of CPD Compliance (such as CEU certificates) as and when they become available on CPD portal on the HPCSA website.

**13. What Is the CPD self-service portal used for?**

The self-service platform on the HPCSA website is for practitioners to submit queries, raise service requests and upload necessary evidence of compliance for CPD programme in order to meet requirements in terms of Section 26 of the Health Professions Act (Act No 56 of 1974).

**14. Is HPCSA still sampling practitioners for compliance?**

No, all practitioners are required to comply with CPD requirement at all times.

**15. Why are attendance certificate not issued anymore?**

To reduce administration burden on the practitioners, the revised the process of submission of CPD compliance information requires only the accredited provider to provide such information to the HPCSA, soon after the event has occurred. Practitioners are no longer be required to submit/upload certificates, as it was the practice, to the HPCSA, except if such was



obtained from unaccredited provider or its level 2 activities (which does not require prior accreditation. As such, mandatory issuance of CPD certificates is obsolete.

**16. Clarify the timelines for the non-compliance (is it for the current calendar year or a 24-month period, and if so, please specify the start and end dates of the 24-month period).**

There is no timeline for compliance, as it is continuous programme and practitioners shall be compliant at all times. All evidence of CPD compliance are valid for 24 months and compliance is determined on a 24 month basis.

**17. Provide deadlines (if any) for practitioners to correct their non compliance.**

Please be advised that when you are registered with the HPCSA, you are required to comply with CPD requirements at all times.

**18. Confirm whether practitioners are at risk of deregistration and, if so, by what date.**

Not only practitioners can be suspended from practicing on the basis on non-compliance to CPD programme, Council may resolve to change registration category from independent to supervised practice, or ask the practitioner to write board examinations

**19. Explain the impact of non-compliance on newly registered practitioners who have not been practicing for 24 months and yet received communication of non-compliance.**

All practitioners who are actively registered with the HPCSA are expected to comply with CPD requirements, regardless of whether they have been practicing or not.

All non-practicing practitioners are advised to voluntary erase their registration if not actively practicing.

**20. Confirm whether certificates for activities completed prior to 01 March 01 2022 can still be uploaded to the HPCSA portal.**



Yes, any evidence of CPD compliance obtained prior to 1 March 2023 can still be uploaded onto the HPCSA's portal for validation. All evidence obtained from approved local CPD providers from 1 March 2022 to date, will be submitted automatically by the service provider to Council. Anything not approved, but recognised in terms of CPD guidelines can still be uploaded for validation.