



How to Complete your APD Documentation

COMPLETE APD ONLINE

ALL APDs, regardless of status or whether or not they are in a mentoring relationship, are required to undertake and document CPD

All APDs are required to use APD Online unless there are exceptional circumstances.

Learning Goals

You must have a minimum of two learning goals related to at least one Practice Area.

CPD Log

You must log a minimum of 30 hours of CPD for a full calendar year or pro-rata for part-year membership (2.5 hours per month of membership)

Learning Outcomes

Consider whether your learning activity has resulted in any change to practice. The default setting is 'Yes'. For all outcomes with a 'Yes' you need to describe the change. If there has been no change to practice you need to change the default 'Yes' setting to 'No'

Proceed to Membership Renewal

Refer to How to renew your Membership (see over)

Please note: Deferred APDs wishing to recommence need only to complete the APD Declaration either as part of their online renewal or in hard copy