AUSTRALASIAN COLLEGE OF
SPORT AND EXERCISE PHYSICIANS

P040 – Continuing Professional Development (CPD) Program Policy

1 PURPOSE

The purpose of this policy is to provide Continuing Professional Development (CPD) Program participants at the Australasian College of Sport and Exercise Physicians (ACSEP; "the College") with guidance regarding compliance, audit and remediation processes relating to the program.

2 BACKGROUND

The ACSEP is accredited by the Australian Medical Council (AMC) as a CPD Home and by the Medical Council of New Zealand (MCNZ) to provide a CPD Program for medical practitioners registered as Specialist Sport and Exercise Physicians and those working within a scope of practice relevant to Sport and Exercise Medicine. ACSEP CPD Participants are required to meet the minimum registration requirements and high-level specialist requirements (if applicable) set by their relevant registration authority as well as any program level requirements set by ACSEP. These requirements are outlined in the *ACSEP CPD Program Handbook*.

3 SCOPE

This policy applies to all ACSEP members who are enrolled in the ACSEP CPD Program, this may include:

- ACSEP Fellows
- CPD Homes members
- Specialist International Medical Graduate (SIMG) members.

4 DEFINITIONS

The following definitions apply for the purpose of this policy:

Ahpra	Australian Health Practitioner Regulation Agency
AMC	Australian Medical Council
CPD	Continuing Professional Development
CPD year	The ACSEP CPD Program follows the calendar year (1 January – 31 December)
CPD compliant	A CPD Program Participant will be considered CPD compliant if they have completed and recorded all relevant CPD Program requirements within a designated CPD period (calendar year or triennium) and can provide suitable evidence of completion of these activities upon request.

CPD Home	Organisation accredited by the Australian Medical Council to deliver CPD programs and report participants' compliance with these programs to the Medical Board of Australia.
CPD non-compliant	A CPD Program Participant will be considered CPD non-compliant if they have not completed all relevant CPD Program requirements within a designated CPD period (calendar year or triennium), and/or have failed to record these activities on the ACSEP CPD web portal and/or cannot produce suitable evidence of completion of these activities upon request.
CPD Program Participants	ACSEP Fellows, CPD Homes members or SIMGs participating in the ACSEP CPD Program.
CPD triennium	A CPD period that spans three CPD years. Refer to the *CPD Program Handbook* for current triennium dates.
MBA	Medical Board of Australia
MCNZ	Medical Council of New Zealand
PGY	Post-Graduate Year

5 POLICY STATEMENT

5.1 Eligibility and enrolment in the ACSEP CPD Program

To be eligible to participate in the ACSEP CPD Program, applicants must be:

- Registered as a Medical Practitioner with AHRPA or MCNZ
- In PGY3+
- Able to demonstrate a connection to, and on-going interest in, the field of Sport and Exercise Medicine.

The ACSEP CPD Committee are responsible for assessing applications to determine suitability for the ACSEP CPD Program.

Australia

ACSEP Fellows are automatically enrolled in the ACSEP CPD Program. If ACSEP Fellows would prefer to use a different CPD Home, they must notify the College in writing via email (cpd@acsep.org.au).

Registrars participating in the ACSEP Training Program are automatically enrolled in the ACSEP CPD Home. ACSEP Registrars automatically fulfill their CPD requirements by participating in the ACSEP Training Program and are not required to complete any additional CPD.

SIMG members will be automatically enrolled in the ACSEP CPD Program following acceptance of their application. SIMGs with limited or provisional registration in the Specialist pathway must use the ACSEP CPD Home. If SIMG members with general registration choose to use an accredited CPD Home other than the ACSEP CPD Home, they must notify the College in writing via email (cpd@acsep.org.au).

New Zealand
Members registered with the MCNZ and practicing in the Sport and Exercise Medicine vocational scope of practice must participate in the ACSEP CPD Program. ACSEP Fellows are automatically enrolled in the ACSEP CPD Program.

5.2 CPD Program Requirements
The ACSEP CPD Program requirements are outlined in the *ACSEP CPD Program Handbook.* Requirements are reviewed by the ACSEP CPD Committee to ensure that these comply with the standards expected by the AMC, MBA and MCNZ. CPD Program requirements apply to all participants, including those working on a part-time basis or in non-clinical roles.

The College will endeavour to give all participants at least 6 months' notice of changes to the CPD Program that could negatively impact participants' ability to meet program requirements. Notice of changes will be provided via the College newsletter and on the ACSEP CPD webpage.

5.3 Compliance with the CPD Program
ACSEP is committed to supporting participants to meet CPD Program requirements. The College will make reasonable efforts to provide accessible learning opportunities, guidance, resources and administrative support to assist members in achieving compliance. CPD Program requirements will be published on the ACSEP website and CPD web portal. CPD Program participants must accurately record their CPD activities in the CPD web portal by 31 January of the year following the relevant CPD year. At the end of each triennium, all activities for the completed three-year period must be recorded and submitted by the same deadline.

At the conclusion of the annual and triennial CPD period, ACSEP will identify and notify any participants who have not completed their CPD requirements. Non-compliant participants may request an extension to submit requirements, subject to approval by the ACSEP CPD Committee, as outlined in the *CPD Program Handbook.*

5.4 Evidence of CPD Program enrolment and compliance
CPD Program participants can request a letter from the College confirming their enrolment and compliance with the ACSEP CPD Program at any time by contacting cpd@acsep.org.au.

5.5 Compliance Reporting
ACSEP is obligated to report participants' CPD compliance status to the Medical Board of Australia or the Medical Council of New Zealand, as relevant. The College will make reasonable efforts to engage and support non-compliant participants via email and phone prior to reporting non-compliance.

5.6 CPD Audit
Each year, 5% of CPD Program participants will be randomly selected for an audit of their CPD records across one of the three CPD categories: Reviewing Performance, Measuring Outcomes or Educational Activities. Participants will not be randomly selected for audit more than once per triennium.

The purpose of the audit is to determine whether participants have provided appropriate evidence to substantiate the CPD hours claimed and whether activities claimed align with guidance in the *ACSEP CPD Program Handbook*. CPD claimed for any externally run activities that are not listed in

the *ACSEP CPD Program Handbook* will be assessed in accordance with the "Framework for Assessing CPD activities" outlined in the *ACSEP CPD Program Handbook.*

CPD Program participants who were non-compliant in the year prior will automatically be selected for audit in the following year, in addition to the 5% of participants who were randomly selected.

5.7 Remediation and management of recurrent compliance concerns

The CPD Committee will notify the ACSEP Board of any CPD Program participants who are identified by as having substantial, on-going issues with CPD Program compliance. The participant may be directed to complete a period of remediation, involving the development and implementation of a Performance Management Plan under peer supervision. A subsequent failure to engage in remediation activities will result in referral to the ACSEP Board for further action.

CPD Program participants may also self-refer to the College for remedial action to support their clinical practice and should email the College (cpd@acsep.org.au) for further information and to initiate this process.

5.8 Reconsideration, review or appeal of decisions relating to CPD Program participation

CPD Program Participants may apply for a reconsideration, review or appeal of decisions made by the College or CPD Committee relating to their CPD Program Participation in accordance with *P019 – Reconsideration, Review and Appeal Policy.*

5.9 Withdrawal from the ACSEP CPD Home (Australian members only)

CPD Program participants who seeking to withdraw from the ACSEP CPD Home are required to notify College via email (cpd@acsep.org.au) as soon as practicable advising of the date they plan to withdraw from the CPD Program. The CPD Program participant is responsible for exporting any records they wish to keep from the ACSEP CPD web portal prior to withdrawing. If a participant withdraws from the ACSEP CPD Home mid-cycle, ACSEP will not include the participant in regulatory compliance reporting for that period. The CPD Program participant is responsible for notifying Ahpra/Medical Board of Australia regarding their change of CPD home.

5.11 Extended leave from the CPD Program

CPD Program participants may apply for a period of extended leave from the CPD Program as outlined in the *CPD Program Handbook.* ACSEP is required to notify the relevant regulatory authority of CPD Program participants who have approved leave from the CPD Program.

5.10 Retirement from the CPD Program

CPD Program participants retiring from practice are required to notify the College. Upon receiving the notification of retirement, the College will advise the retiring member of any remaining CPD obligations, including any pro-rata arrangements, depending on the planned date of retirement. The CPD Program participant is responsible for notifying the relevant regulatory authority of their retirement. If the CPD Program is registered in Aotearoa New Zealand, the College will also notify the Medical Council of New Zealand of the member's withdrawal from the ACSEP CPD Program due to retirement. The CPD Program participant is responsible for exporting any records they wish to keep from the ACSEP CPD web portal prior to retiring.

6 RELEVANT LEGISLATION

Health Practitioner Regulation National Law Act 2009 (Qld)

7 KEY RELATED DOCUMENTS

CPD Program Handbook
CPD Compliance Monitoring Procedure
CPD Audit Procedure
P004 – Privacy Policy
P012 – Records Management Policy
P019 – Reconsideration, Review and Appeal Policy
P032 – Return to Practice Policy
P033 – Membership Policy
P045 – Conflict of Interest Policy

8 NOTES

8.1	Contact Officer	ACSEP Quality Coordinator
8.2	Implementation Officer	ACSEP Quality Coordinator
8.3	Approval Authority / Authorities	ACSEP CPD Committee ACSEP Board
8.4	Date Approved	28 October 2026
8.5	Date of Commencement	28 October 2026
8.6	Date for Review	October 2029
8.7	Documents Superseded by this Policy	*P040 – CPD Program Compliance and Remediation Policy*
8.8	Amendment History	N/A