



## PROFESSIONAL DEVELOPMENT

Continuous professional training is required for personal, professional & technical development. CAPAV requires members to accrue a minimum of 15 professional development (PD) hours per year. If you have attended activities that are relevant to the following chart but not listed, please submit details to the Committee of Management.

<b>Activity</b>	<b>Professional Development</b>	<b>PD hours</b>	<b>Documentation</b>
Member of Management Committees	Regular attendance at Committee of Management meetings of Counselling and/or Psychotherapy Associations	6 hours per annum	Minuted attendance
Professional Workshops/short courses	Attendance at workshops pertaining to Counselling and/or Psychotherapy	6 hours per day	Receipt or Certificate of attendance
Formal courses at training/educational institutions	Study or research relevant to the counselling/psychotherapy discipline	Post Graduate Studies: 20 hours per 200 hours of training	Letter from supervisor detailing research Certificate of attendance Certification of completion Proof of enrolment
Professional Conferences & Presentations	Attendance at Counselling and/or Psychotherapy conferences	5 hours per day	Receipt or Certificate of attendance
Teaching (in addition to your regular employment)	<ul style="list-style-type: none"> <li>• Public speaking, educating the public re Counselling and/or Psychotherapy.</li> <li>• Preparation of an approved counselling/psychotherapy course curriculum.</li> <li>• Preparation and teaching in a Counselling and/or Psychotherapy course.</li> </ul>	5 hours per presentation	Meeting notice, flyer or invitation
Publications	Journal & other publications*	3 hours per article ( <i>max 9 hours per year</i> )	Copy of the published print - or details of the journal name, issue, date and page reference
Other	Literary Reviews – books/journals*	2 hours	Copy of the published print
	Book or DVD report	3 hours per article ( <i>max 9 hours per year</i> )	Copy of the DVD or published print
	Book/Author*	15 hours per year	Copy of the published print
	Contribution to CAPAV newsletter*	1 hour per publication	Copy of the published print
Personal Psychotherapy	Self development training	1 hour per 4 hours	Receipt or Certificate of attendance

**Documentation confirming compliance of PD does not need to be forwarded to CAPAV, however, must be kept on hand (CAPAV suggests you keep it in the back of the log book) and produced when your file is requested for audit or if any legal complications arise.**

\* Members cannot claim for multiple publishings of articles

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