

# Continuing Professional Education

## *INTRODUCTION - A guide for STAA members*

Continuing professional education (CPE) is essential for professional health practitioners.

Through CPE we:

- 🕒 Maintain and upgrade our knowledge and skills
- 🕒 Assure the public that STAA shiatsu practitioners have ongoing quality standards
- 🕒 Keep shiatsu therapy in line with other health modalities.

Registered STAA members must complete 20 CPE points annually — one hour equals one point.

At least 10 points (min) must be on “*Core Shiatsu Subjects*” - (see page 4 – or FAQs)

If you complete more than 20 points in one year, a maximum of 20 points can be carried over to the following year only.

It is *compulsory to complete*

20 points of CPE each year to retain status as a STAA Registered member.

The “*quick reference table*” details the types of activities that are suitable for CPE, point allocation and the evidence required. - (see page #3 – or FAQs)

Evidence is required that confirms completion of activities, e.g. Certificate of Attendance (not a payment receipt). - (see page #3 – or FAQs)

CPE can be submitted annually when membership renewal is due in February or online at any time via the STAA Member Portal.

Contact the STAA office on 1300 138 250 or [enquiries@staa.org.au](mailto:enquiries@staa.org.au) if you have any questions

Read the following document “*CPE EXPLAINED*” to get all the information you need to assist you 😊

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## Activities that qualify for CPE – quick reference table

Workshops & Courses	Points	Evidence Required
Seminars, workshops, webinars, conferences	1 per contact hour	Certificate of attendance/completion
University degrees or college courses in related subjects (e.g. Bachelor of Chinese Medicine)	1 per contact hour	Academic transcript
Travel points	3 per 75km in total to an event Maximum 6 pts per year	Certificate of attendance

  

Self-Study & Study Groups	Points	Evidence Required
Home study (e.g. study of book or DVD or research into a health issue)	1 per contact hour	Complete Home/Group Study form
Study group (2 or more practitioners meeting for a specific learning session)	1 per contact hour	Complete Home/Group Study form OR if a formal defined workshop, a signed certificate of attendance from organiser
Case studies	6 per case study <i>[additional 4 pts if published]</i>	Copy of case study
Subscription to a complementary journal	2 per subscription <u>Maximum</u> 6 pts per year	Receipt for subscription
Pointers	2 per year	Not required for Pointers – <i>[however is added upon request by member]</i>

  

Teaching & Mentoring	Points	Evidence Required
Teaching (for preparation, research and evaluation time, not for presentation itself)	1 per contact hour	Proof of presentation (e.g letter from college/organisation) and teaching notes
Receiving professional mentoring	1 per contact hour	Signed & dated letter from mentor

  

Contributions to STAA journal/POINTERS	Points	Approval by NC &/or Editor
Researched articles	1 per contact hour	via On-line form or email incl Pointers ed
Case studies	10 max per year?	via On-line form or email incl Pointers ed
Book reviews	5 max per year?	via On-line form or email incl Pointers ed

  

Volunteer work	Points	Evidence Required
Voluntary shiatsu for community or event	1 per contact hour <u>Maximum</u> 10 pts per year	Signed letter from organiser
STAA National Council or project work	1 per contact hour	Approval by STAA – [confirmation email/letter/form via NC member]

  

First aid & CPR	Points	Evidence Required
First aid renewal	5 for full renewal 2 for CPR only	First aid certificate – [req'd per 3 yrs] CPR certificate – [req'd annually]

## FAQs

### What are core shiatsu subjects?

Core shiatsu subjects are those taught in the current Diploma of Shiatsu and Oriental Therapies or are TCM subjects. As well as practical shiatsu skills, this includes counselling, business management, marketing and communication skills. TCM areas of study include:

Acupuncture

Chinese herbal medicine

Cupping

Guasha

Macrobiotics

Manaka Protocols

Moxibustion

Toyahari

Tuina

☺ **A minimum of 10 points per year must be completed on core shiatsu subjects.**

### Are other complementary therapies suitable?

For activities that are not core shiatsu subjects, you need to demonstrate that the training is relevant to your shiatsu practice. You will need to complete the "*Activities not directly linked to shiatsu*" [form no: CPE-ANDLTS001-2022] as well as a certificate of attendance/completion. A maximum of 10 points per year can be accredited for non-core shiatsu subjects.

If you are not sure if an activity is suitable, contact the STAA office. You may be required to submit a short reflective exercise to show the link between the activity and the development of your shiatsu practice.

### What is not CPE?

#### ***Paid work***

Any paid work is part of your professional practice and does not qualify for CPE points. Shiatsu teachers can claim for preparation, research and evaluation time, but not for the teaching sessions.

#### ***Exercise classes***

Exercise classes are for personal development and health maintenance, and are not acceptable for CPE.

However, Studying to teach an exercise modality that you plan to incorporate into your shiatsu practice, e.g. yoga stretches, is acceptable as a non-core activity (maximum 10 points per year).

#### ***Shiatsu treatments***

Receiving or swapping treatments with another shiatsu practitioner is not CPE unless there is a specific learning intention and outcome that is documented as for a Study Group session. Evidence required is a summary of session detailing what you have learnt.

### How do I record CPE information?

You can record your CPE on an "*Annual Record Sheet*" [form no: CPE-ARS001-2022] and submit with supporting evidence prior to renewing your membership (before 31 January) or submit anytime (before 31 Dec) online or by email to the STAA office at enquiries@staa.org.au:

#### **Online**

You can submit your CPE activities online at any time on the STAA Member Portal: [www.staa.org.au](http://www.staa.org.au).

See instructions on page 6.

#### **Annual record sheet**

List the CPE activities that you have completed on an "*Annual Record Sheet*" [form no: CPE-ARS001-2022]. Submit with your membership renewal together with evidence (receipts/certificates of attendance) in February. The annual record sheet is available on the Member Portal under CPE or request a copy from the office.

## FAQs cont . . .

### I'm not sure about what CPE activity to do?

Read the "*CPE Planning guide*" [FORM CPE-PG001-2022] for ideas and complete the Self-evaluation exercise to identify the activities that would most benefit you and your practice. This document is available on the STAA Member Portal.

### I can't attend workshops, what else can I do?

- ☺ Join a study group. Discuss and share information and issues with other practitioners.
- ☺ Home study/research is another option. Work out the areas you are interested in, or feel you need to revise. Find a book, DVD or internet site that can help you and complete a summary of what you have learnt – "*Home/Group Study Form*" [form no: CPE-HS001-2022]
- ☺ Write up a case study of an interesting client. Each case study is 6 CPE points, with an additional 4 points if it is published – see also "*Quick Reference Table*" page 3.
- ☺ Write an article about any aspect of shiatsu that you would like to share with other practitioners and submit it to **Pointers** (STAA's magazine).
- ☺ Look for an appropriate online course or webinar – see also "*Quick Reference Table*" page 3.

### What evidence do I need to provide?

A description of the evidence required is in column 3 of Activities that qualify for CPE on page 2.

The relevant documentation and/or signed evidence is mandatory. STAA is audited by the health funds and is required to have this evidence available.

### I haven't completed my CPE points, what can I do?

You can submit a request to the STAA office for an extension, stating the reasons for the extension and when you will be able to complete your CPE.

### What happens if I don't complete CPE?

You are no longer eligible \* for provider status with the health funds and to be listed on STAA's Find-a-therapist.

*\*Note: The National Council continues to lobby with relevant state & national bodies to address the re-instatement of shiatsu's provider status with health funds.*

### New Members:

#### I have been a member for less than a year, how many points do I need?

If you have not been a full member for a complete year, the number of CPE points is pro rata as below:

Joining month	Points required
March	18
April	17
May	15
June	13
July	12

Joining month	Points required
August	10
September	8
October	7
November	5
December	3

## FAQs cont . . .

### What if I will not be practising for part of the year?

Before leave is required notify STAA in writing of:

- ⇒ circumstances requiring leave;
- ⇒ date of commencement of leave; and
- ⇒ date of re-commencement of regular practice.

If you will not be practising for more than one year, contact the office to change to associate membership until you resume practising. This will keep you in touch with the shiatsu community and you will NOT need to pay a re-joining fee (\$70) when you recommence practising.

If you are on maternity leave and not practising, CPE can be cancelled for one year.

If you are ill for a substantial period, you can apply for a reduction in your CPE hours.

If you are unable to practice due to COVID restrictions, you can apply for a reduction in your CPE hours.

*Re: COVID Restrictions during 2020 & 2021 – this is a screenshot copy of the email sent to all members on 2/11/2021*



### If I am not practising for more than one year, do I need to complete CPE to be reinstated as a full member?

Yes, STAA will require evidence of CPE. As a guideline, you will need to provide evidence of 10 hours of CPE per year: i.e. 20 hours for 2 years, 30 hours for 3 years, 40 hours for 4 years.

**Note:** If you do not have a Diploma of Shiatsu and Oriental Therapies (HLT50202, HLT50207, HLT50212 or HLT52215), and have not been a full practising member for more than 2 years, an upgrade to the current shiatsu diploma will be required.

### New graduates

New graduates of the Diploma of Shiatsu and Oriental Therapies are only required to complete 10 points in the year following completion of their Diploma.

### Further questions?

If you have any questions, contact the STAA office on 1300 138 250 or enquiries@staa.org.au.

All documents mentioned can be found on the STAA Member Portal under CPE including:

- ⇒ "Annual record sheet" – [form no: CPE-ARS001-2022]

- ⇒ "Activities with no direct link to shiatsu" – [form no: CPE-AWNDLTS001-2022]
- ⇒ "CPE planning guide" – [form no: CPE-PG001-2022]
- ⇒ "Home/group study form" – [form no: HGS001-2022]
- ⇒ Online submission form – [see also next page]

# How to lodge your CPE online

You can submit your 20 CPE points by mail, email OR online as below.

1. Log on to the STAA Member Portal at [www.staa.org.au](http://www.staa.org.au)
2. Under the **CPE** tab, click to add a CPE Activity.
3. Type in:
  - ⇒ Member number and your name
  - ⇒ Activity from and to dates
  - ⇒ Activity type (from drop-down list)
  - ⇒ Points/Hours claimed
  - ⇒ Brief description

*NB: there is a red 'submit' tab at the top of this form*
4. Add Support Document or Evidence
  - ⇒ Indicate if you have supporting documents and the type of supporting document from drop-down list
  - ⇒ Indicate how you have sent those documents to STAA
5. Click on **Submit** to send to STAA.
 

*[note: 'submit' tab is found at the top & the bottom of the form]*

When you enter an activity, it goes to the STAA CPE administration for review. You will then receive an email informing you if the activity has been approved/processed, rejected, or if more information is required.

A record of your approved activities for the past year can be viewed on your Profile page on the Member Portal.

**Add CPE Activity**

Submit

**Member number \***

**Full Name \***

First Name

Last Name

**Activity from date \***

Day

Month

Year

**Activity to date \***

Day

Month

Year

**Activity type \***

▼

One activity per submission.

**Max. points/hours**

**Points/Hours claimed \***

1 hour = 1 point

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**Brief description \***

**Evidence submitted \***

- Article/Blog
- Book review
- Case study
- Certificate of Attendance
- CPR certificate
- First aid certificate
- Home study form or notes
- Journal subscription receipt
- Participation evidence
- Practice session form or notes
- Research paper/notes
- Study group evidence/notes
- Teaching session evidence/notes
- Other (please fill in the field below)

Hold Ctrl button to choose multiple items

**Other document(s)**

**Upload documents or email or mail to STAA**

Choose File No file chosen

You can only send one file. If you have multiple documents to send, please put them in to a zipped folder first and then send that zipped folder. Maximum file size is 2MB

Submit