

## Continuing Professional Development Requirements

To fulfil the QGCA criteria required for annual Professional membership renewal, **15 hours CPD is required per year for every full time year of work.**

CPD requirements are calculated on a pro rata basis for part-time work or leave. Emeritus members or retired members are not required to participate in CPD.

Employment status	Required CPD per year
Ordinary members working full time as guidance officers, guidance counsellors, school counsellors, senior guidance officers	15 hours
Ordinary members working full time in positions other than guidance	15 hours
Ordinary members who are on leave	Pro rata calculation e.g. 6 months leave = 7 hour CPD requirement
Ordinary members who work part time	0.8 – 12 hours 0.5 – 7 hours 0.4 – 5 hours
	0.3 and less – minimum 5 hours
Associate members	No CPD required
Emeritus members	No CPD required
Retired members	No CPD required

## Schedule of Activities

Activity	Record by	Maximum hours
Conferences provided by relevant associations (include details of conference)	Log hours of attendance excluding breaks	10
Attending workshops/seminars	Log hours of attendance excluding breaks	10
Facilitating/presenting workshops/seminars	Log hours of facilitation excluding breaks.  Only claim once for the same workshop regardless of the number of times it is presented	10
Research/development for workshops or programs	Related presentation time x 2	10
Coursework/study	Log hours of study excluding breaks	10
Relevant on-line or other web-based PD activity (e.g. online supervision course)	Log hours of interaction	10
Supervision – individual or group, Supervisee  Supervisor	Log hours of participation  Log hours of participation	10  5
Membership of committee – <ul style="list-style-type: none"> <li>• Division and/or National</li> <li>• QGCA</li> <li>• APA</li> <li>• Other relevant educational associations</li> <li>• CICA associations</li> <li>• Other career related associations</li> </ul>	Log 1 hour per meeting attended including subcommittees	5

<p>Attending professional information sessions</p> <ul style="list-style-type: none"> <li>• University/TAFE visits</li> <li>• Industry visits</li> <li>• Agency visits</li> <li>• Forums</li> </ul>	<p>1 hour per visit</p>	<p>5</p>
<p>Professional reading</p>	<p>Log number of hours</p>	<p>5</p>
<p>Writing professional journal articles or contributions to books</p>	<p>Log @ 3 hours per article Cannot claim for multiple publishings</p>	<p>10</p>
<p>Reviewing a book or an article from a journal or authoritative internet site, or multimedia product, or PD event that you attended that is published in a professional journal or newsletter</p>	<p>Log @ 2 hour per review/article Cannot claim for multiple publishings or if already claimed in another category</p>	<p>4</p>
<p>Writing skill or knowledge development articles that are published in a professional journal or newsletter</p>	<p>Log @ 1 hour per article Cannot claim for multiple publishings or if already claimed in another category</p>	<p>5</p>

