



**College of Chiropractors**

**CPD Programme  
for members overseas**

## Introduction

Continuing Professional Development (CPD) is about maintaining and enhancing knowledge and skills in order to meet the needs of patients and in order for the practitioner to meet his or her own professional needs and aspirations.

The College of Chiropractors has developed a framework of CPD for its overseas Members and Fellows. Participants are required to assess their “learning needs” and, from there, formulate a personal learning plan pursuing the types of learning activity that best suit them. Implementation may involve attendance at courses and lectures as well as relevant committee work and clinical audit. Conferences and symposia are important as well as other activities involving teaching and learning. Writing and reading are also relevant. Small group sessions, such as discussing case histories with colleagues, all form part of a proper programme of the portfolio-learning which comprises the College of Chiropractors CPD framework. Reflection and evaluation of what has been learnt, and how it benefits patient care, is prompted throughout resulting in the identification of further learning needs.

The College of Chiropractors CPD Programme has been mandatory for UK Members and Fellows since 1999 and this is now extended to the overseas membership. In 2004, CPD became a statutory requirement for chiropractors practising in the UK.

## CPD Requirements for Members and Fellows

- **The College CPD year runs from 1 October to 30 September of the following calendar year.**
- **Overseas College Members and Fellows are required to participate in learning activities to a value of at least 30 hours in each CPD year.**
- **All CPD hours must be claimed as part of a learning cycle.** This involves:
  - Identifying a learning need
  - Planning learning activities
  - Undertaking learning activities
  - Evaluating learning to ensure the need has been met

In completing all parts of a CPD Record Sheet for one topic, you are completing one learning cycle.

- **The number of CPD hours claimable for each type of learning activity undertaken is indicated on the reverse side of each CPD Record Sheet.**
- **Any courses and seminars that meet your learning requirement are suitable for your CPD programme.** The College’s subsidised events are currently run in the UK only and these are advertised in the ‘Diary’ section of the College website, and/or details are available from the College. A hard copy of the Events Diary is available from the College on request.
- **Copies of all current or completed CPD Record Sheets must be returned (either electronically or as hard copy) to the College by the end of the CPD year in question (i.e. by 30 September).** Do not send anything else unless requested to do so. You will receive a reply within two weeks confirming whether you have met all of your CPD requirements.
- **You may claim CPD hours for an incomplete learning cycle only if you have reflected on the educational activities undertaken to date for the topic in question.** This must be done in writing on the Record Sheet. When submitting a copy of the Record Sheet to the College at the end of the CPD year (as explained above), indicate on the sheet that you intend undertaking further activities on that topic, and continue with the learning cycle the following year using the same Record Sheet. The dates

the learning activities were undertaken will determine to which CPD year the CPD hours will be allocated.

- **You must keep evidence of participation in all your recorded CPD activity.** This may include attendance certificates, proof of registration, handouts, notes made, invitation letters etc. As an important annual quality assurance measure, the College will randomly spot-check this evidence from a proportion of its overseas membership. You will be contacted should the College wish to involve you in this process.
- **If you feel you are not going to be able to meet your CPD requirements for a given year, you may roll over the *hours requirement* for up to three years.** To do this you must apply to the College in writing, **before the end of the CPD year in question.** Please note that it is **not possible** to carry excess CPD hours over from one CPD year to the following CPD year to make up for an actual or predicted CPD hours shortfall during that following year.

## Frequently asked questions

*Can I claim CPD hours for general educational activity?*

All CPD hours must be claimed as part of a learning cycle specific for a topic pre-determined by you. In completing one of the CPD Record Sheets provided, you are completing one learning cycle.

*What is a learning cycle?*

The learning cycle essentially comprises four stages: (1) identification of a learning need, (2) planning of learning activity to address the need, (3) undertaking the learning activity, and (4) evaluation of and reflection upon the learning undertaken to establish whether the learning need has been met. If, at stage 4, the current learning need has not been met, the process cycles repeatedly through stages 1-4 until it has been satisfied. Once this has been achieved, the learning cycle can be closed.

*Do I have to complete every learning cycle within a CPD year?*

No. If you have not completed the learning objectives for a given topic, the learning cycle can remain open across two or more CPD years. Hours can be claimed, however, for activities undertaken within an incomplete learning cycle provided you have reflected on those activities in writing on the appropriate Record Sheet.

*Do I have to close one learning cycle before opening another?*

No. A learning cycle remains open until the current learning need for the topic in question has been met. This means that you may have two or more learning cycles open at any one time, reflecting the fact that you are undertaking CPD activity across several topics at the same time.

*What happens if I join the programme part way through a CPD year?*

You will be given a *pro rata* CPD hours requirement for the year at the time of joining the programme.

*Can I record my CPD activities electronically?*

You may choose to retain and submit your CPD activities electronically. Please contact the CPD Administrator at the College for further details.

*What happens if I do not participate in CPD?*

The College assigns a great deal of importance to active CPD participation. CPD is an essential component of staying up to date with the field. If you are not up to date, the level of care you are providing may be suboptimal. Members and Fellows of The College of Chiropractors must participate in the CPD programme or they are at risk of being suspended and, ultimately, excluded from the College. It is, therefore, essential that if you are having difficulties undertaking the required CPD activity that you make contact with the College immediately.

## Useful contacts

If in doubt about any aspect of the CPD programme, please contact the CPD Personnel at the College

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