

THE PROFESSIONAL BOARD FOR PSYCHOLOGY
GUIDELINES FOR PROVIDERS OF
CONTINUOUS PROFESSIONAL DEVELOPMENT (“CPD”) ACTIVITIES

These guidelines are intended to assist and guide organisations/individuals who wish to present CPD activities for all HPCSA registered categories of the Psychological profession and should be read together with the HPCSA CPD guidelines document.

1. APPLICATION TO ACT AS CPD PROVIDER

1.1 Applications should be submitted to organisations who have been appointed by the Professional Board for Psychology (hereafter referred to as the Board); to accredit CPD activities (hereafter referred to as CPD accreditors). A list of such CPD accreditors with their contact details is available on the HPCSA website.

2. SCOPE OF PRACTICE

2.1 All CPD programmes have to be scope specific. CPD Programmes should thus clearly indicate which Psychology practitioners they are intended for and activities should fall within the scope of practice of such practitioners.

2.2 CPD providers are encouraged to ensure a spread of scope appropriate CPD activities for all registered Psychology categories including Registered Counsellors and Psychometrists.

3. PROFESSIONAL CAPACITY TO OFFER CPD ACTIVITIES

- 3.1 CPD programme presenters have to be registered with the HPCSA
- 3.2 Activities presented by psychology professionals from abroad can be considered provided that these professionals are registered with the relevant professional boards in their home country. Evidence of professional registration and relevance must be provided on the application.
- 3.3 Activities presented by professionals registered with other statutory councils, e.g. social workers and nurses, can be considered, provided that the activity is relevant to the scope of the profession of psychology and the scope of practice of the psychology professional it is intended for. Evidence of the professional registration and relevance must be provided on the application.

4. CPD ACTIVITIES / PROGRAMMES

- 4.1 When psychometric tests are presented as CPD activities, such psychometric tests have to be HPCSA classified.
- 4.2 Providers have to supply CPD accreditors with evidence based information on topics being presented as CPD activities.
- 4.3 Providers have to supply attendees of CPD programmes with a certificate of attendance specifying:
- the accreditation and activity number (a board specific identification);
 - the topic of the activity (ethics, human rights and medical law must be specified separately);
 - for which registered psychology category the activity/programme is appropriate;
 - the level of the activity;
 - the number of CEUs for that activity.

- the attendance/completion date; and
- the name and HPCSA registration number of the attendee.

4.4 CPD providers shall keep a record that reflects attendance at the entire event / completion of activity and should retain these for a period of three years after the activity as these may be required in a compliance audit.

4.5 CPD providers should offer CPD activities that incorporate adult learning principles and methodologies.

4.6 CPD providers should strictly adhere to the approved CPD programme or activity.

5. OBLIGATIONS

5.1 CPD accreditors as appointed by the Board will evaluate all applications received from CPD providers and decide whether such application will be approved or not.

5.2 Should a CPD provider not be satisfied with the process followed by a CPD accreditor, such provider may bring this to the attention of the HPCSA.