

Policy and Procedure

CPD Claims



Authorising Body:	Board
Responsible Committee:	Education Committee
Responsible Department:	Education and Training
Document Code:	POL-PRC CPD Claims Policy and Procedure

1.0 Introduction

Overview

The RANZCP Continuing Professional Development (CPD) Program provides a pathway for participants to appraise and further develop professional practice, maintain knowledge, skills, and performance standards, and provide high quality, safe psychiatric care. The RANZCP CPD program is an essential part of public assurance of the ongoing competence of members and the quality of their practice.

CPD is a mandatory annual activity undertaken by RANZCP Fellows and Affiliates. Other medical practitioners may choose to participate in RANZCP CPD.

The RANZCP sets the recognised standard for CPD for psychiatrists in Australia and New Zealand as delegated by the Medical Board of Australia (MBA) and the Medical Council of New Zealand (MCNZ).

The RANZCP CPD Program assists members to meet the requirements of the relevant regulatory bodies in Australia and New Zealand.

Purpose and Scope

- The purpose of this policy is to outline the RANZCP policy and procedures for CPD participants on preparing and submitting their CPD claims within the required timeframe, to meet their CPD requirements.
- Participants in the RANZCP CPD Program may include Fellows of the RANZCP, Associates (Trainees) Affiliates and, on payment of the CPD fee set annually by the RANZCP, other practising psychiatrists and medical practitioners.

Policy and Procedures

The RANZCP will implement and make available to participants, a CPD claims process and timeframe to support them in meeting the requirements of the CPD program.

All participants must address each of the following CAPE domains as part of their CPD activities:

- culturally safe practice
- addressing health inequities
- professionalism
- ethics.

For detailed information about CAPE domains and this requirement, see [CAPE domains | RANZCP](#) and [Program guide & requirements | RANZCP](#).

The RANZCP will continue to work with participants in Australia to meet the requirements of the MBA's 2023 Registration Standard Continuous Professional Development and with participants in New Zealand, to meet the recertification requirements of the MCNZ.

Participants in the RANZCP CPD Program are expected to adhere to the RANZCP Code of Conduct and the RANZCP Code of Ethics.

2.0 Annual CPD Claims Process

- 2.1** RANZCP CPD participants are required to submit evidence of their involvement in the CPD program for their annual CPD claim. This is an online process via the My CPD system.
- 2.2** The CPD year commences on 1 January and concludes on 31 December annually.

- 2.3 There is an extended reporting period from 1 January to 1 March during which activities from the preceding CPD year can continue to be entered into the online system. This period may be varied at the discretion of the Committee for CPD (CCPD) and the Education Committee (EC) and any variations will be advised in due course by the RANZCP via the website, CPD Guide and newsletters.
- 2.4 RANZCP CPD participants will be reminded, normally by 30 November each year, of the requirement to ensure their claims are submitted by 31 December and advised of the extended reporting period.
- 2.5 RANZCP CPD participants will receive periodic notifications throughout the CPD year relevant to their progress towards meeting requirements, along with any appropriate reminders of the time frames for the logging of activities.
- 2.6 Access to update activities via the online system will be closed at midnight AEST on 1 March of each year, or the final day of the extended reporting period if it does not conclude on 1 March, for the preceding CPD year.
- 2.7 Data showing the hours achieved in recognised CPD activities are stored in the records of participants within the RANZCP's database, the "My CPD" online portal, unless permission to submit a paper or hard copy claim has been granted by the CCPD (or delegated officer).
- 2.7.1 Requests to submit a hard copy claim must be made in writing to the CCPD for consideration on a case-by-case basis by the Committee or by a properly constituted group with delegated authority to make decisions under the regulations of the CCPD. The processing of all paper-based or hard copy claims should be normally completed by 30 April each year, depending on the volume of hard copy claims received (see 2.10).
- 2.8 Late submissions, either in hard copy or online, may be subject to a late fee as published in the RANZCP's [Schedule of fees](#).
- 2.9 The paper-based option is currently being phased out and will cease on 31 March 2026.
- 2.10 CPD participants cannot access their CPD claims/ records retrospectively, once they've been reported to the regulator. Users can still view their CPD records from previous years but cannot make any edits or changes after the final deadline for submission has passed.

3.0 Certificates of Completion

- 3.1 A certificate of completion for the CPD program is made available to each participant submitting a CPD claim by the due date which meets the minimum requirements, unless the participant is selected for audit.
- 3.2 Participants who have logged their activity on the My CPD online system and have met all requirements of the program will have a certificate of completion available from mid-late April each year.
- 3.3 Participants who are selected for audit will not receive certificates of completion until after their audit has successfully concluded.
- 3.4 A Statement of Activity is available at any time for participants using the My CPD online system.
- 3.5 The certificate of completion (and/or Statement of Activity) is suitable for use for registration purposes and other occasions where proof of active CPD participation is required.
- 3.5.1 Where a Certificate of Completion is not available, a letter verifying CPD status can be requested from the CPD Manager.
- 3.6 Certificates of completion for participants providing paper based or hard copy claims, or who submit a late claim which is accepted by the CCPD, will usually be available from mid-June.

4.0 Late Claims

- 4.1 Participants who submit a claim after the close of the extended reporting period (midnight 1 March AEST unless otherwise advertised) may be subject to a late submission fee as published on the RANZCP website [RANZCP schedule of fees](#).
- 4.2 Requests for an extension of access to the My CPD online portal beyond the close of the extended reporting period (midnight 1 March AEST unless otherwise advertised) may be subject to a late submission fee as published on the RANZCP website: [RANZCP schedule of fees](#).

- 4.3 Late claims may be subject to audit.
- 4.4 Extensions may be negotiated with the RANZCP CPD Office on a case-by-case basis in extenuating circumstances prior to the closing of the extended reporting period.

5.0 Leave of Absence from the CPD Program

- 5.1 Participants who are unable to complete the requirements for participation in RANZCP CPD because of illness or other absence from practice may notify CPD staff and apply to have their participation in the program suspended, as outlined in the RANZCP [CPD Policy](#) and [CPD Exemptions Policy](#). Implications of absence from CPD should be checked by the participant with their medical registration authorities.
- 5.2 A RANZCP letter confirming CPD deferral may be issued on request.

6.0 Statement of Enrolment

- 6.1 Participants enrolled in RANZCP CPD in any year may request to receive a RANZCP letter confirming their enrolment.

7.0 Failure to Lodge a complete claim

- 7.1 Members who have not provided adequate documentation in the Claims process shall be contacted by CPD staff according to the flow chart below. Where possible, the reasons for their non-compliance will be ascertained for advice to the CCPD and the Education Committee as appropriate.
- 7.2 Support to non-compliant RANZCP CPD participants, and the opportunity to resubmit documentation, will be offered where appropriate to assist members to meet all requirements of the program.
- 7.3 Where a member cannot achieve compliance with the RANZCP CPD requirements, their case will be referred to the CCPD or any properly constituted group with delegated authority to confirm that the member has not complied with the CPD program.
- 7.4 Where a member is confirmed by the CCPD as not meeting the requirements of the RANZCP CPD program, their case will be referred to the Education Committee with recommendations for next steps as per RANZCP processes for management of CPD non-compliance, and as required by the medical registration authority.

8.0 Non-Financial Members

- 8.1 Where members of the RANZCP have outstanding fees, and there is an arrangement in place with the RANZCP Membership department regarding this, a certificate of RANZCP CPD completion will be available to the member.
- 8.2 Where members of the RANZCP CPD program have outstanding RANZCP fees they will have access to the statement of activity through My CPD whilst they continue to have access to the RANZCP website and resources.
- 8.3 Where RANZCP CPD participants, who are not RANZCP Fellows or Affiliate members (i.e., Individuals), have outstanding RANZCP fees which continue to be unresolved, will be removed from the CPD program at the discretion of the CPD Manager.

9.0 Definitions

Classes of membership are defined in the RANZCP Constitution but for the purposes of this policy are interpreted in the following way (9.1 - 9.10):

- 9.1 Peer: for the purposes of the peer review component of the CPD Program (including peer review groups, practice visits and supervision), a peer is a specialist psychiatrist in practice.
- 9.2 Fellows: qualified psychiatrists who have successfully completed the RANZCP training program or otherwise have met the requirements for Fellowship of the RANZCP and who have maintained membership of the RANZCP by payment of the appropriate annual membership fee.
- 9.3 Affiliates: overseas-trained psychiatrists (OTPs) currently working in psychiatry in Australia or New Zealand and who have maintained membership of the RANZCP by payment of the appropriate annual membership fee.

- 9.4** Individuals: registered medical practitioners who are neither Fellows nor Affiliates who choose to participate in the RANZCP CPD program and who have paid the appropriate fee. These medical practitioners may have specialist psychiatry training but are not a Fellow or Affiliate of the RANZCP. (Individual participation in RANZCP CPD does not indicate membership of the RANZCP)
- 9.5** Certificants: a new category of CPD participants introduced in 2026. They are graduates of the Certificate of Postgraduate Training in Clinical Psychiatry.
- 9.6** Associate: a trainee currently completing the RANZCP training program in psychiatry.
- Associates (Trainees) who are actively training meet the requirements of the registration standard through their participation in the Fellowship program implicitly and therefore are not required to undertake CPD activities.
 - Australian Associates (Trainees) who are not actively training and who are on a prolonged Break in Training (BiT), are required to complete a modified CPD Program for Australian Trainees on a prolonged Break in Training to meet the MBA's registration standard. The College will automatically enrol them in the RANZCP modified CPD program, however, they may choose to complete CPD with a different CPD Home, at their own cost.
 - New Zealand Associates (Trainees) not in active training roles must meet their CPD requirements through Best Practice Advocacy Centre New Zealand (BPAC NZ) as outlined by the Medical Council of New Zealand.
- 9.7** Active Training: - this is defined as three months in training plus the submission of an InTraining Assessment (ITA). Note that passing the ITA is not required.
- 9.8** Member: a member of the RANZCP including Fellows, Affiliates and Associates.
- 9.9** Participants: Fellows, Affiliates, Individuals, Associates on a prolonged break in training and Certificants who are enrolled in the RANZCP CPD program.
- 9.10** Fellow Exempt: any Fellow who has completed 30 years of membership and has reached the age of 65, who has been granted by the RANZCP Board an exemption from further fees.
- 9.11** CME: continuing medical education. This term is used to refer to educational activities that focus on medical knowledge.
- 9.12** CPD: Continuing professional development. This term is used to refer to a process of lifelong learning that enables psychiatrists to maintain their ability to practice. It is broader than the acquisition of medical knowledge and recognises that health care is delivered in the context of a system involving many scopes / parts, including patients.
- 9.13** CCPD: Committee for Continuing Professional Development, which is the Committee of the RANZCP that oversees the CPD program.
- 9.14** MBA: Medical Board of Australia – the registration board for medical doctors.
- 9.15** AHPRA: Australian Health Practitioner Regulation Agency – the body supporting the 15 national health practitioner registration boards, including the MBA.
- 9.16** AMC: Australian Medical Council – the independent national standards body in Australia for medical education and training.
- 9.17** MCNZ: Medical Council of New Zealand –the registration authority for New Zealand and the independent standards body for New Zealand for medical education and training.
- 9.18** BPAC NZ Best Practice Advocacy Centre New Zealand – an independent not-for-profit organisation with the role of delivering educational and continuing professional development programs to medical and other health practitioners in New Zealand.

10. Completion of the Program

10.1 Completion of the RANZCP CPD Program is defined by the Committee for Continuing Professional Development (CCPD) as participating in at least 50 hours of CPD each year. This information is published on the RANZCP website: CPD program | RANZCP.

10.2 As of 1 January 2023, the RANZCP program requires completion of a minimum of 50 hours of CPD activities, including the minimum requirements of:

- Section 1: - 2 hours for the development of a Professional Development Plan (PDP)
- Section 2: - 10 hours of Formal Peer Reviewed Activities*

- Section 3: - 5 hours of Practice Improvement / Measuring Outcomes activities*
- Section 4: - 12.5 hours of educational activities or self-guided learning
- Section 5: - an additional 12.5 hours from sections 2, 3 or 4 to make up a total of 50 hours.

*For the trainees on a Break in Training CPD Program: - *Sections 2 and 3 contribute to “reviewing performance and measuring outcomes” activities, which together are required for a total minimum of 23 hours.

Completion also includes the recording of these activities in the online system, or, if permitted by the CCPD, the submission of a hard copy record of activities, by the close of the extended reporting period.

10.3 Certificants of Postgraduate Training in Clinical Psychiatry CPD completion requirements:

- 5 hours of formal Peer Reviewed Activities (Section 2)
- 5 hours combined over Practice Improvement/ Measuring Outcomes and/or Self-Guided Learning (Section 3 and/or 4)

10.4 Changes to the RANZCP CPD Program may be recommended to the Education Committee and the Board by the CCPD, for example, to ensure that participants meet any changes to registration standards required by the Medical Board of Australia or the Medical Council of New Zealand.

11. Review of Decisions

Participants who aren't satisfied with the outcome of any decision made by RANZCP or its Committees under this Policy, may apply for reconsideration or review in accordance with the [RANZCP Review, Reconsideration and Appeal Policy and Procedure](#), available on the RANZCP [Appeals and Complaints](#) webpage.

Early resolution

The College also implements an Early Resolution Policy, which Trainees and SIMGs or CPD participants are advised to try and use first, before starting the formal Review, Reconsideration and Appeals proceedings. More information about the Early Resolution process and how to apply can be found on [Disputing a training and assessment decision \(Early Resolution\) | RANZCP](#) webpage.

12. Monitoring, Evaluation and Review

- The Education Committee shall oversee the implementation, monitoring and reviewing of this policy.
- This policy will be reviewed every three years or as necessary and updated as required.

Associated Documents

[CPD Policies | RANZCP](#)

[CPD Program | RANZCP](#)

[Help Centre & Support | RANZCP](#)

[Recertification and professional development | Medical Council \(mcnz.org.nz\)](#)

[Committee for Continuing Professional Development Regulations \(ranzcp.org\)](#)

[Policy-Application for Retired Fellow Status](#)

[FRANZCP Declaration of Retirement](#)

[Form](#)

[Zero-tolerance-policy-on-proven-sexual-boundary-violations](#)

[ranzcp.org\)](#)

[RANZCP Review, Reconsideration and Appeal Policy and](#)

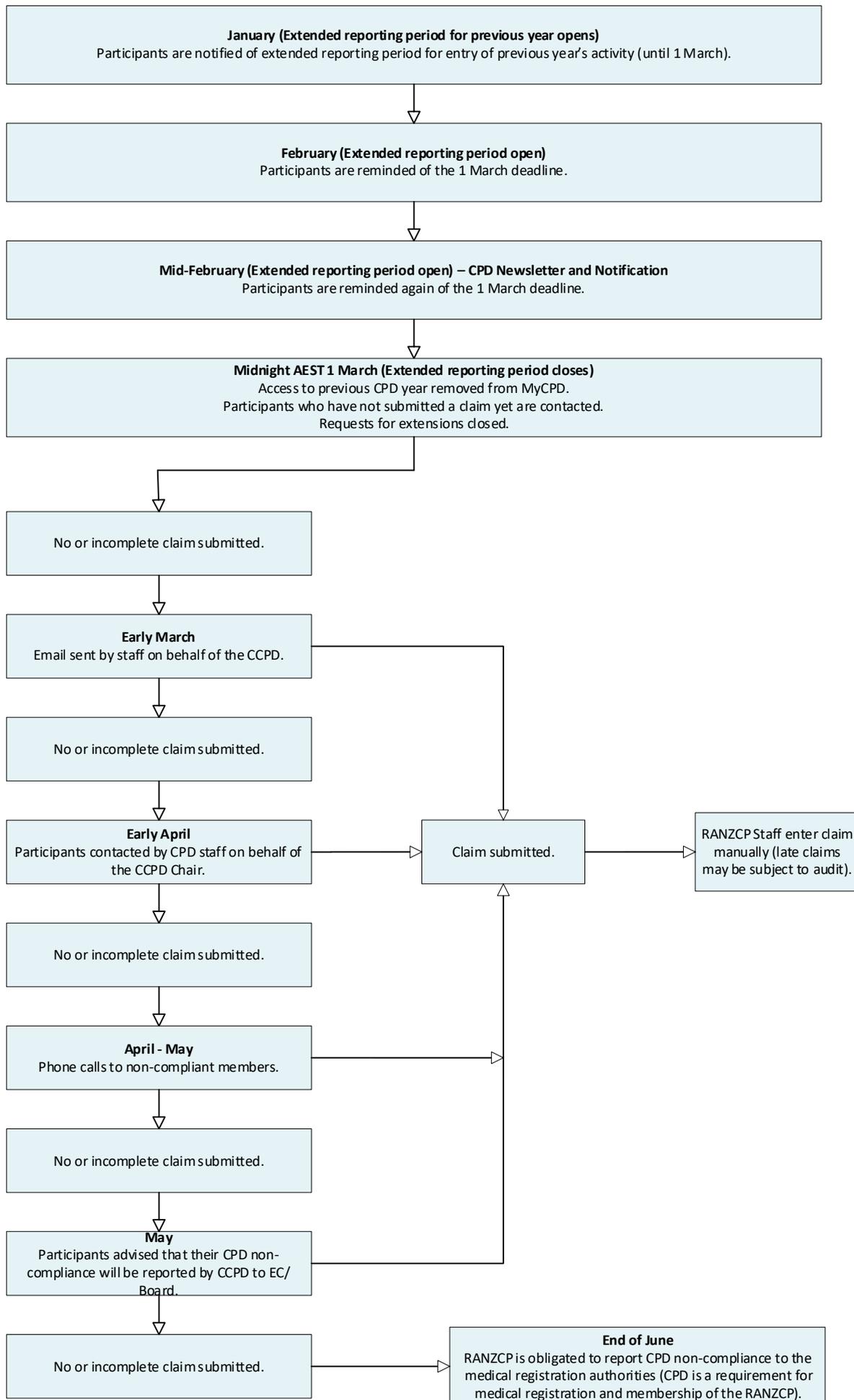
[Procedure](#)

[RANZCP Code of Ethics](#)

[RANZCP Code of Conduct](#)

Application for CPD deferral / exemption

Timeline for CPD participants not meeting CPD Requirements



Revision Record

Contact:	Manager, CPD and Projects		
Document owner:	Education and Training Department		
Date of approval:	Version	Approver	Description
18/03/2026	2.3	EC Chair	Minor amendments: - Section 1 – reorganized existing information under new headings and added policy statement, and added CAPE domains; - 9.18 Completion of the program redeveloped as section 10 and updated completion requirements; - new 10.3 – added completion requirements for Certificants; - new 9.5 and 9.9 - added and defined Certificants, and added associates on a prolonged Break in Training;- 9.6 – added, updated and clarified CPD requirements for Australian and NZ associates on a prolonged break in training; - 9.7- added active training; - 2.3 (and throughout) – changed extended reporting end date to 1 March; - updated Timeline flowchart; - removed references to Professional Performance Framework (PPF) as redundant and replaced, where necessary with the MBA's 2023 Registration Standard CPD; - and minor editing updates to align with College Education documents.
15/07/22	2.2	EC Chair	Regular biannual review for currency
21/12/20	2.1	EC Chair	Biannual review ensuring consistency with other CPD Policies
6/10/18	2.0	Board 2018/6 R14	Substantial rewriting to reflect changes to CPD program following introduction of My CPD and the requirement of CPD completion for Fellowship.
13/02/16	1.1	RANZCP Board	Amended to reflect new changes to CPD Program following review.
2011	1.0	GC2011/2 R42	New Document.
Next Review: Mar 2029			