Continuing Professional Development

Application for deferral or exemption



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| Applicant Details | Full Name: |
| RANZCP Member ID: |
| Membership Category and Country | Fellow 🞎 Affiliate 🞎 Individual CPD member 🞎 |
| Australia 🞎 New Zealand 🞎 Overseas 🞎 Country: |
| Reason for deferral or exemption | Extended Leave 🞎 Prolonged Illness 🞎  Parental Leave 🞎 International CPD Program 🞎  Prolonged Carers Leave 🞎 Special Consideration 🞎 |
| Explanation for request |  |
| Period of deferral | From\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*  \*12 months maximum[[1]](#footnote-1) in a CPD (calendar) year[[2]](#footnote-2) |
| Evidence required | Evidence is attached 🞎 \*See below for required supporting documentation |
| Acceptance | I acknowledge that:  I have read and understood the relevant College and regulatory policies as outlined below.  This application must undergo consideration by the CPD department and / or the Committee for Continuing Professional Development (CCPD)  I have attached evidence of my eligibility for this deferral / exemption |
| Signature and date | Signature:  Date: |

Please submit the application by email to [cpdhelp@ranzcp.org](mailto:cpdhelp@ranzcp.org), or by mail to CPD Office, RANZCP, 309 La Trobe Street, Melbourne, VIC, Australia, 3000

**This form does not represent ratification by the Committee for Continuing Professional Development (CCPD). Applications will be considered on a case-by-case basis. Please also refer to the** [RANZCP CPD Exemptions Policy](https://www.ranzcp.org/files/cpd/cpd-exemptions-policy.aspx).

Other helpful links: [RANZCP CPD Policy](https://www.ranzcp.org/Files/Fellowship/CPD/Policy-for-CPD-(1).aspx) [AHPRA Standards](https://www.medicalboard.gov.au/Registration-Standards.aspx) [MCNZ CPD Standards](https://www.mcnz.org.nz/maintain-registration/recertification-and-professional-development/)

Supporting Documentation

Extended Leave (e.g., long service leave, extended travel, sabbatical) – Letter from Employer

Parental Leave – Medical Certificate

Prolonged Carers Leave – Medical Certificate

Prolonged Illness – Medical Certificate

International CPD Program – Evidence of Completion, Certificate etc.

Special Consideration (bereavement, compassionate grounds etc.) - Other

Please refer to the [RANZCP CPD Exemptions Policy](https://www.ranzcp.org/files/cpd/cpd-exemptions-policy.aspx) or contact the CPD team if you have any questions:

* [cpdhelp@ranzcp.org](mailto:cpdhelp@ranzcp.org)
* Toll free Australia 1800 337 448
* Toll free New Zealand 0800 443 827

1. If you have been away from practice for a period of up to and including twelve months, there are no additional CPD requirements which you need to complete in order for you to return to practice.

   If you are on leave for twelve months or longer, and retain your specialist medical registration status, you may be required by the medical registration authority to complete equivalent of twelve months’ CPD - equivalent to what would be required if you had in fact held registration and been practicing or twelve months - prior to returning to practice. Many specialists choose to continue their CPD activities even whilst on extended leave to maintain their competence and professional knowledge. [↑](#footnote-ref-1)
2. An extension to a 12 month period of leave may be considered by the CCPD however the applicant must be aware of the advice outlined in the [Guidance for leave and return to practice | RANZCP](https://www.ranzcp.org/membership/cpd-program/cpd-for-ranzcp-members/leave-and-return-to-practice), and pro rata CPD activities will be required. [↑](#footnote-ref-2)