

Continuing Professional Development

Application for deferral or exemption



The Royal
Australian &
New Zealand
College of
Psychiatrists



Applicant Details	Full Name:
	RANZCP Member ID:
Membership Category and Country	Fellow <input type="checkbox"/> Affiliate <input type="checkbox"/> Individual CPD member <input type="checkbox"/>
	Australia <input type="checkbox"/> New Zealand <input type="checkbox"/> Overseas <input type="checkbox"/> Country:
Reason for deferral or exemption	Extended Leave <input type="checkbox"/> Prolonged Illness <input type="checkbox"/>
	Parental Leave <input type="checkbox"/> International CPD Program <input type="checkbox"/>
	Prolonged Carers Leave <input type="checkbox"/> Special Consideration <input type="checkbox"/>
Explanation for request	
Practising status	Are you currently practising? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Were you practising and registered within the deferral period? Yes <input type="checkbox"/> No <input type="checkbox"/>
Period of deferral	From _____ to _____ *
	*12 months maximum ¹ in a CPD (calendar) year ²
Evidence required	Evidence is attached <input type="checkbox"/> *See below for required supporting documentation

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.

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](#), and pro rata CPD activities will be required.

Acceptance	<p>I acknowledge that:</p> <p>I have read and understood the relevant College and regulatory policies as outlined below.</p> <p>This application must undergo consideration by the CPD department and / or the Committee for Continuing Professional Development (CCPD)</p> <p>I have attached evidence of my eligibility for this deferral / exemption</p>
Signature and date	<p>Signature:</p> <p>Date:</p>

Please submit the application by email to 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](#).

Other helpful links: [RANZCP CPD Policy](#) [AHPRA Standards](#) [MCNZ CPD Standards](#)

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](#) or contact the CPD team if you have any questions:

- cpdhelp@ranzcp.org
- Toll free Australia 1800 337 448
- Toll free New Zealand 0800 443 827