

FAQs for Registered Occupational Therapists

Practising Certificate-Linked CPD Scheme

(Updated as at May 2026)

CPD Scheme Fundamentals

Q1: What is the new Practising Certificate-linked CPD scheme and when does it come into effect?

A: The Practising Certificate-linked Continuing Professional Development (PC-linked CPD) scheme is a mandatory professional development requirement introduced by the Occupational Therapists Board (OT Board). The scheme comes into effect on **1 July 2026**, following the conclusion of the current Code-of-practise-linked (CoP-linked) CPD scheme that ends on 30 June 2026. This new scheme aligns with the updated validity period of practising certificates.

Q2: Who is required to participate in the CPD scheme? Is it applicable to me if I am not residing in Hong Kong ?

A: All registered occupational therapists are subject to the mandatory PC-linked CPD scheme. Participation in CPD activities is a professional requirement for maintaining a valid practising certificate, regardless of whether the registrant resides in Hong Kong or overseas.

CPD Cycle and Point Requirements

Q3: How long is the CPD cycle and when does my cycle start/end?

A: Each CPD cycle spans three years, commencing on 1 July of the first year and ending on 30 June of the fourth year. The CPD cycle end date is synchronized with the validity period of the practising certificate, meaning both will conclude on 30 June of the fourth year.

Q4: How many CPD points do I need to obtain per cycle?

A: During a three-year CPD cycle, registered occupational therapists are required to attain 45 credit points through participation in recognized CPD programs and activities. While there is **no minimum annual requirement**, registrants are recommended to target approximately 15 CPD credit points per year to ensure steady progress throughout the cycle.

Q5: What if I obtain my practising certificate partway through a CPD cycle?

A: When an occupational therapist is registered after the commencement of the prevailing CPD cycle, the CPD point requirement depends on the date of obtaining their practising certificates. Registrants with certificates having a validity period of 2 to 2.5 years are allowed to attain 30 CPD points. The following table outlines the specific requirements for different registration periods:

Group	End Date of Practising Certificate	Start Date of Practising Certificate	CPD Points required by end date of Practising Certificate	Approximate Duration for obtaining CPD points
A	30.6.2028	Between 25.7.2025 and 30.6.2026	30 Points	2 Years
B1	30.6.2029	Between 1.7.2026 and 31.12.2026	45 Points	> 2.5 Years
B2	30.6.2029	Between 1.1.2027 and 30.6.2027	30 Points	2.0 – 2.5 Years
C1	30.6.2030	Between 1.7.2027 and 31.12.2027	45 Points	> 2.5 Years
C2	30.6.2030	Between 1.1.2028 and 30.6.2028	30 Points	2.0 – 2.5 Years

Q6: Can I start accumulating CPD points before I receive my practising certificate?

A: No, registrants can only accumulate CPD points after their practising certificates have been officially issued. Any CPD activities undertaken before the issuance of a practising certificate cannot be credited toward the CPD requirement.

CPD Activities and Credit Point Allocation

Q7: What types of CPD activities are recognized for credit points?

A: The CPD scheme recognizes six main categories of CPD activities: award-bearing courses, accredited programs, publications, participation in study groups, self-study, and educational activities. Each category has specific requirements and credit point allocation formulas to support a diverse range of professional development approaches. For detailed information on each category's specific requirements and credit point allocation, please refer to the OT Board's CPD manual.

Q8: Do I need to submit my self-study summary to the OT Board?

A: No, registrants are not required to submit self-study summaries to the OT Board. However, you must retain copies of your summaries as evidence of self-study and supporting documentation for seven years. The OT Board reserves the right to request submission of these summaries for verification under certain circumstances, including but not limited to random audits or when a registrant's CPD record has been selected for review.

Q9: If I attend the same conference or course multiple times within one cycle, can I earn CPD points each time?

A: No, registrants can only earn CPD points for attending the same CPD activity once per cycle. However, if the activity is updated with new content or if you participate in a different role (such as changing from participant to speaker), you may earn credit points for the new participation.

Q10: If a CPD program spans two CPD cycles, in which period will I earn credit points?

A: Registrants will earn CPD points upon completion of the course, and the credit points are credited to the cycle in which the course is concluded.

CPD Record Management and Audit**Q11: How do I record and report my CPD attainment?**

A: All registrants are required to maintain comprehensive records of their participation in CPD activities by utilizing the self-declaration form provided in Appendix A of the CPD manual, the form could be downloaded from the OT Board's website.

Q12: Will the OT Board conduct audits to verify my CPD records?

A: Yes, the OT Board will conduct random audits from time to time to ensure compliance with CPD requirements. When requested by the OT Board, registrants must provide the relevant supporting documents within the specified time period. Each OT should retain relevant supporting documents for seven years.

Compliance, Non-Compliance, and Remedial Mechanisms**Q13: What happens if I do not meet the CPD point requirement?**

A: If you have attained at least two-thirds of the required points (i.e., 30 points for a full cycle or pro-rata equivalent), your non-compliance is remediable. You will be required to engage in

a remedial program to earn the remaining points by the end of the next CPD cycle. If you have attained less than two-thirds of the required points without acceptable reasons, the OT Board will not issue a practising certificate renewal, and you will not be able to practice as an occupational therapist.

Q14: What is the remedial mechanism if I fall short of the CPD requirement?

A: If you achieve at least two-thirds of the required CPD points (i.e., 30 points for a full cycle or pro-rata equivalent) but fall short of the full requirement, you are eligible to enter a remedial program. Under this mechanism, you must satisfy all outstanding CPD point obligations exclusively through Category (2) CPD activities (accredited programs). The remedial program must be completed within the immediately subsequent CPD cycle. This requires you to concurrently fulfill both your regular CPD requirements for the new cycle and your additional remedial obligations. It is important to note that the remedial cycle represents the final and sole opportunity for remediation, no additional opportunities will be provided.

Q15: Can I carry over excess CPD points from one cycle to the next?

A: No, excess CPD credit points cannot be rolled over or carried forward to the next CPD cycle. Only points earned during the designated cycle count toward that cycle's requirement.

Q16: Can I apply for an exemption from the CPD requirement?

A: Yes, a registrant may be certified to have a medical condition or other circumstances which restrict them from discharging occupational therapy duties, and the Board considers as acceptable reasons for exemptions from CPD (such as prolonged illness or permanent disability). A registrant should submit an exemption application to the OT Board for consideration on a case-by-case basis.

Governance and Accountability

Q17: What are the consequences of submitting false or misleading information about CPD attainment?

A: False reporting may constitute a criminal offense under applicable legislation and may expose you to criminal liability in addition to professional disciplinary action by the Board. It is therefore critical to ensure the accuracy and truthfulness of all CPD documentation and reports submitted to the OT Board.

Concerns from OT registrants

Q18: Why do fresh graduates need to comply with CPD requirements? They have just graduated with updated knowledge?

A: The purpose of CPD is to encourage members of the profession to keep abreast of the latest developments and to enhance professional knowledge and skills through ongoing participation in professional development activities. While fresh graduates have recently completed their formal training, lifelong learning remains essential to maintain professional competence in a changing healthcare environment.

Q19: If I submit an application to the OT Board for CPD accreditation, when can I receive the result?

A: The Education Committee of the OT Board convenes CPD accreditation meetings once every two months. Under normal circumstances, the expected processing timeline for CPD accreditation applications is approximately **two months counting from the submission of completed set of applications and necessary supporting documents.**

Q20: Why does the application process take a relatively long time?

A: Since January this year, the Secretariat has completed processing over 1,300 applications with sufficient supporting documents. In addition, around 200 applications are currently pending supplementary information from applicants.

Given the application volume and the need to ensure proper review and quality assurance, processing time may be longer in some cases. We appreciate applicants' understanding and cooperation.