Occupational Therapists Board

Manual for
Continuing Professional Development (CPD) Scheme
for Registered Occupational Therapists

July 2026

Education Committee
Occupational Therapists Board
Hong Kong

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1 Introduction

1.1. Work in the field of healthcare is influenced continually by various factors such as changes in demographics and societal needs, advances in science and technology and reorganization of resources, etc. Continuing professional development (CPD) is fundamental for enabling the occupational therapists to meet the changing requirement and ensuring their professional competencies are relevant to the practice nowadays through the ongoing enhancement of their professional skills and knowledge.

1.2. CPD refers to any post-registration updating of education, skills or experience which are occupational therapy- or healthcare- related, with an aim to enrich the occupational therapists' contribution in quality healthcare and help them in their pursuit of professional goals.

1.3. As a statutory body established under the Allied Health Professions Ordinance (AHP Ordinance), Cap. 359, Laws of Hong Kong, to regulate and promote the standard of practice for the profession of occupational therapists in Hong Kong, the Occupational Therapists Board (OT Board) plans to introduce a CPD Scheme for occupational therapists to encourage members of the profession to keep abreast of the latest development in the profession and enhance professional knowledge and skills through ongoing participation in professional development activities.

1.4. The CPD scheme has been running on a voluntary basis since 2006. Keeping in mind that mandatory participation in CPD scheme is a long-term goal in enhancing standard and credibility of registrants and in the light of experience gained in past years, the OT Board considers it an opportune time to implement a mandatory scheme. The mandatory CPD scheme is launched on 1 July 2023 and concluded on 30 June 2026.

1.5. Pursuant to section 16(2) of the AHP Ordinance, Cap. 359, a practising certificate will be issued to persons only when a person has fulfilled the attainment of Mandatory Continuing Professional Development Scheme.

1.6. Upon conclusion of the current cycle, the Practising Certificate-linked Continuing Professional Development (PC-linked CPD) Scheme shall take effect immediately, with the first PC-linked CPD cycle running from 1 July 2026 to 30 June 2029, in accordance with the statutory requirements under the AHP Ordinance.

2 The CPD Scheme

2.1 CPD cycle & CPD credit point requirement

2.1.1 Each CPD cycle spans three years, commencing from 1 July (or the commencement date of his/her practising certificate) of the first year and ending on 30 June of the fourth year, aligning with the validity period of practising certificates.

2.1.2 Since the validity period of practising certificates issued on or after 25 July 2025 has been changed from 1 year to 3 years, registered occupational therapist who have obtained 3-year practising certificates within the registration period from 25 July 2025

to 30 June 2026 will have their CPD cycle being concluded on 30 June 2028. For registered occupational therapist who will obtain their 3-year practising certificate commencing on 1 July 2026, their CPD cycle will conclude on 30 June 2029.

2.1.3 During the 3-year CPD cycle, a registered occupational therapist will have to attain 45 credit points through participation in recognized CPD programs/ activities. There is no minimum yearly CPD credit point requirement but registrants are recommended to target at 15 CPD credit points for each year.

2.1.4 When an occupational therapist is registered after the commencement of the prevailing CPD cycle, with the shortest period of 2 to 2.5 years validity of practising certificate will be allowed to attain 30 CPD points in that CPD cycle. The following table outlines the pro-rata requirements:

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

2.1.5 Registrants are strongly encouraged to develop their CPD plans early to obtain maximum advantage from the scheme. They should-

- identify their own strengths, weakness and areas for further development;
- obtain feedback from peers and/ or supervisors;
- identify learning activities for self improvement and ensure the objectives can be reasonably accomplished;
- actualize the identified CPD activities;
- evaluate the actions taken; and
- keep their own record of CPD activities.

2.2 CPD activities & CPD credit point allocation

2.2.1 Categories of CPD activities

2.2.1.1 There are six categories of CPD activities -

- Award bearing courses
- Accredited programs
- Publications
- Participation in study group
- Self-study
- Educational activities

2.2.1.2 Award Bearing Courses

- Leading to the award of tertiary qualifications, e.g. doctorate, master, diploma or certificate course by a recognized academic institute, and fit the following criteria-
  * Related to the current professional role of the occupational therapist or directly related to the delivery of occupational therapy services
  * Formal assessment for confirming "PASS" or "FAIL" either continuously or at the end of the course
  * Of not less than 45 contact hours
- Instead of allocating CPD credit points upon completion of the whole program, they would be awarded in each cycle. Individual modules of the program would be separately counted for the award of the CPD credit points.

2.2.1.3 Accredited Programs

- An accredited program should-
  * Have a theme relevant to Occupational Therapy or Broad Professional aspects
    - **Occupational Therapy relevant (OT relevant)** – courses (excluding award-bearing courses), conferences, seminars, workshops and symposia, etc. that focus on knowledge, skills or techniques that facilitate and contribute to the delivery of OT services. The knowledge, skills or technique should already have a demonstrated utilization in OT in local or overseas context with either literature support or documentary proof in journals, newsletters, seminar sharing and case illustrations / demonstrations;
    - **Broad Professional relevant (BP relevant)** – courses (excluding award-bearing courses), conferences, seminars, workshops and symposia, etc. that focus on knowledge, skills or techniques that may be applicable across a wide spectrum of professionals including occupational therapists.
  * Be accredited by the OT Board or organized by Accredited Program Providers
  * Have been formally announced (with structured program run-down) to members of the profession and have proper registration procedures
  * Have invitation letters issued to speakers or presenters and attendance

certificates to audience participants

* Have a duration of an hour or more

2.2.1.4 Publications

- Indexed Journals: listed in the Science Citation Index (SCI) or the Social Science Citation Index (SSCI)
- Peer-review OT relevant professional journals not indexed in SCI or SSCI
- Publications with ISBN numbers: books, manuals, practice guidelines, etc.
- Poster presentation or oral presentation or publications in proceedings at an Accredited Program or OT relevant overseas conferences or symposia
- O*ther publications*: newspaper articles, films, video & multimedia productions, the content of which are occupational therapy related and are accessible to the public

2.2.1.5 Participation in Study Group

- Include meetings such as in-service training, special interest group meetings under professional association, etc.
- Each study group meeting should-
  * Focus on a discussion topic related to Occupational Therapy or Broad Professional aspects
  * Last for an hour or more
  * Involve 3 or more participants and an attendance record should be kept
  * Keep a record of the written or electronic material used in the discussion

2.2.1.6 Self-Study

- Review of information from a journal, a book, an online source, etc. relevant to Occupational Therapy or Broad Professional aspects. Registrants should provide a summary report of not less than 200 words illustrating how the information could be applied to occupational therapy practice.

2.2.1.7 Educational Activities

- Being speaker/trainer, either lecturing, presenting, training or demonstrating techniques in programs other than accredited programs but <u>not</u> one of the following:
  * Facilitating clinical visits
  * Performing clinical orientations
  * Being part and parcel of the core duties of an OT

2.2.2 CPD credit point allocation

Categories of CPD activities	Credit points for each activity
1. Award Bearing Courses	Equals to the number of contact hours^
2. Accredited Programs *	
Being speaker, either lecturing or presenting at OT or BP relevant accredited programs * Maximum of 24 CPD credit points for a whole day program lasting for six hours or more * Maximum of 72 CPD credit points for a single program lasting for three days or more	Equals to the number of hours^ spent in lecturing or presenting multiplied by 4
Being audience participant	
(1) OT relevant	Equals to the number of contact hours^
(2) BP relevant * For a whole day program lasting for 6 hours or more, the CPD credit point will be standardized at 6 for an OT relevant program and 3 for a BP relevant program * For a single program lasting for 3 days or more, the CPD credit point will be standardized at 18 for an OT relevant program and 9 for a BP relevant program	Equals to the number of contact hours^ multiplied by 0.5
3. Publications	
(1) Indexed journals	
• 1st , 2nd and corresponding author	30 for each author
• 3rd and the following authors	Portion of 30 shared among the total number of the 3rd & others#
(2) ISBN publications and non-indexed journals	10 for each author
(3) Poster presentation or oral presentation or publications in proceedings at an accredited program or OT relevant overseas	2 for each author
(4) Other publications	2 for each author

4.	**Participation in Study Group *** * Maximum of 15 CPD credit points per cycle (5 CPD credit points per year on average)	1 for each study group meeting
5.	**Self-Study *** * Maximum of 15 CPD credit points per cycle (5 CPD credit points per year on average)	1 for each self-study report
6.	**Educational Activities *** *Maximum of 9 CPD credit points per cycle (3 CPD credit points per year on average)	1 for each activity lasting for 1 hour or more

^ 30 or less than 30 minutes would be rounded up to 0.5 hour in calculation, e.g. 15 minutes would be rounded up to 0.5 hour & 45 minutes would be round up to 1 hour.

In case there are ONLY three authors, the 3rd author will be granted HALF of the allocated CPD credit points, i.e. 15 credit points. All calculation would be rounded up to an integer.

* *Categories where the maximum credit points will be capped.*

2.2.3 The duration of an accredited CPD programs (Category 2) must be at least 1 hour. After the initial 1 hour, CPD points are calculated by rounding the duration to the nearest quarter hour (i.e., 15-minute increments). For CPD activities/ programmes of varying durations, the allocation of CPD points is specified as follows:

Duration (Minutes)	CPD Points (OT-relevant accredited programs)	CPD Points (BP-relevant accredited programs)
0-59	0	0
60-74	1	0.5
75-104	1.5	1(round up of 0.75)
105-120	2	1

2.2.4 Registrants may undertake CPD activities organized by Accredited Program Providers or accredited by the OT Board for the award of CPD credits. Accredited Program Providers are organizations recognized by the OT Board for organizing "Accredited Programs" eligible for the award of CPD credit points. A list of the Accredited Program Providers is posted on the website of the OT Board at https://www.ahp-council.org.hk/ot/en/content.php?page=cpd. The OT Board also accredits other programs for the award of CPD credit points as submitted by non-accredited program providers or individual registrants. Please refer to the Manual for Accreditation of CPD Program for details of the submission of such an application.

2.2.5 Accreditation is not required for the CPD categories of "Award Bearing Courses", "Publications", "Participation in Study Group", "Self-Study" and "Educational Activities". The OT Board, however, has the discretion to decide whether to accept the activities for the award of CPD credit points.

2.2.6 Within the CPD cycle, repeated attendance of a CPD activity of the same topic as an attendee or a speaker and may be at the same level, for purposes such as update, recalibration, re-certification, etc. will be counted for extra CPD credit points within each year of the CPD cycle.

2.2.7 The OT Board has the full discretion on whether to award CPD credit points to an activity.

2.3 CPD Record Administration

2.3.1 All registrants are required to maintain their own records of participation in CPD activities in the approved self-declaration form at Appendix A . The form can be downloaded from the Board's website at www.ahp-council.org.hk/ot/en/content.php?page=cpd. When applying for renewal of practising certificates in the 3rd year of the CPD cycle, registered occupational therapists will have to submit to the Board the declaration form providing the CPD activities participated and the credit points attained.

2.3.2 All registrants should keep relevant supporting documents as evidence of participation of CPD activities for at least 7 years.

2.4 Audit

2.4.1 The OT Board will conduct random audit from time to time to ensure compliance with the CPD requirement. When and as requested by the OT Board, registrants must produce the relevant supporting documents within the specified time.

2.4.2 The evidence for submission for various CPD activities are as follows-

CPD Activity	**Evidence Submitted for Audit**
Award Bearing Courses	Transcript from the institute Copy of the certificate of the award of qualification issued within the 3-year CPD cycle & no submission before
Accredited Programs	Audience participant: Original and copy of the certificate of attendance, course receipt, signed confirmation from convenor, etc. Speaker: Original and copy of letter of invitation which shows the title and duration of presentation
Publications	
(1) Indexed journals	Original and copy of the document showing acceptance for publication Full copy of the published article or document accepted for publication
(2) ISBN publications and non-indexed journals	The book may be required for submission Copies of the following pages of the publications: cover, table of contents (and the 1st page of the respective chapter)

CPD Activity	Evidence Submitted for Audit
(3) Poster presentation or oral presentation or publications in proceedings at an accredited program or OT relevant overseas conferences	Original and copy of letter of invitation
(4) Other publications	Full copy of the article, publications or documentary may be required for submission
Participation in Study Group	Written or electronic material used in the study group meeting and relevant attendance record
Self-Study	Self-study report providing a summary of not less than 200 words illustrating how the information can be applied to occupational therapy practice
Educational Activities	Original and copy of evidence of invitation which shows the title and duration of the activity

2.5 Exemption

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

2.6 Non-compliance with CPD requirement

2.6.1 For cases of non-compliance as declared by the registrants or discovered during audit check, the Board Education Committee will conduct an assessment.

2.6.2 Non-compliance That is Remediable

(i) A registrant must have achieved **not less than two-thirds** of the required number of points for a cycle. The Board may, at its discretion, accept other conditions on reasonable grounds.

(ii) The registrant will be required to engage in a remedial programme for the deficiency, which must be finished by the end of the relevant next cycle.

(iii) The next cycle shall follow immediately after the previous cycle without any break, i.e. the registrant will have to undergo normal and remedial CPD at the same time.

(iv) The registrant who has failed to make remedy prescribed by the Board for the deficiency without acceptable reasons could be regarded as a case of non-compliance that is not remediable.

2.6.3 For registrants who have obtained **less than two-thirds** of the required number of points for a cycle **without acceptable reasons**, no practicing certificates will be issued.

2.7 Remedial Mechanism

2.7.1 If a registrant achieves at least two-thirds of the required CPD points for a cycle but fails to attain the full CPD requirement, they are required to obtain the remaining points in the subsequent cycle. For various remediable scenarios and the corresponding additional requirements, please refer to the table as below-

CPD points attained in the 1st Year	CPD points attained in the 2nd Year	CPD points attained in the 3rd Year	**Additional** CPD points required in the next cycle*
10	10	10	15 (remaining pts)
20	15	0	10 (remaining pts)
40	0	0	5 (remaining pts)

* The CPD points required in the subsequent cycle will include any additional and remaining points carried over from the previous cycle, in addition to the credit points required for the new cycle. CPD credit points attained as additional and remaining points for deficiencies in the remedial programme shall not be counted toward the upcoming cycle.

2.7.2 Registrants participating in a remedial programme shall be required to satisfy their remaining CPD point obligation exclusively through engagement in Category (2) CPD activities. Such remedial programme shall be completed within the immediate subsequent CPD cycle, and such cycle shall represent the final and sole opportunity for the registrant to remedy the deficiency. Under no circumstances shall further extension, deferral, or additional opportunity be granted for the completion of the remedial obligation. A registered occupational therapist who has failed, without acceptable reasons, to make the remedy prescribed by the Board under the remediable mechanism could be regarded as a case of non-compliance that is not remediable.

2.8 False Reporting and Legal Consequences

Registrants are advised that submission of false or misleading information in relation to CPD attainment or remedial compliance constitutes a serious breach of professional conduct. False reporting may constitute a criminal offence under applicable legislation and may expose the registrant to criminal liability, in addition to professional disciplinary action by the Board. Registrants are required to ensure the accuracy and truthfulness of all CPD documentation and reports submitted to the Board.

2.9 Appeal

Any appeal must be lodged in writing to the OT Board.

Appendix A

CPD Scheme for Registered Occupational Therapists
Record Form
for the CPD cycle from 1 July_____(*year)* to 30 June_____(*year*)

Categories of CPD activities	Description	Credit points for each activity	CPD credit points attained	
1. Award Bearing Courses	• Leading to award of tertiary qualification, e.g. doctorate, master, diploma or certificate courses by a recognized academic institute, and fit the following criteria: ➢ Related to the current professional role of the occupational therapist or directly related to the delivery of OT services ➢ Formal assessment for confirming "PASS" or "FAIL" either continuously or at the end of the course ➢ Of not less than 45 contact hours • Instead of allocating CPD credit points upon completion of the whole program, they would be awarded in each cycle. Individual modules of the program would be separately counted for the award of the CPD credit points.	➢ Equals to the number of contact hours^		
2. Accredited Programs @	An accredited program should: • Have a theme relevant to Occupational Therapy or Broad Professional aspects ➢ **Occupational Therapy relevant (OT relevant)** – courses (excluding award-bearing courses), conferences, seminars, workshops and symposia, etc. that focus on knowledge, skills or techniques that facilitate and contribute to the delivery of OT services. The knowledge, skills or technique should already have a demonstrated utilization in OT in local or overseas context with either literature support or documentary proof in journals, newsletters, seminar sharing and case illustrations / demonstrations; ➢ **Broad Professional relevant (BP relevant)** – courses (excluding award-bearing courses), conferences, seminars, workshops and symposia, etc. that focus on knowledge, skills or techniques that may be applicable across a wide spectrum of professionals including occupational therapists. • Be accredited by the Occupational Therapists Board or organized by Accredited Program Providers • Have been formally announced (with structured program run-down) to members of the profession and have proper registration procedures • Have invitation letter issued to speakers or presenters and attendance certificates to audience participants • Have a duration of an hour or more	• Being speaker, either lecturing or presenting at OT or BP relevant accredited programs ➢ Equals to the number of hours^ spent in lecturing or presenting multiplied by 4 - Maximum of 24 CPD credit points for a whole day program lasting for six hours or more - Maximum of 72 CPD credit points for a single program lasting for three days or more • Being audience participant ➢ **OT relevant** - Equals to the number of contact hours^ ➢ **BP relevant** - Equals to the number of contact hours^ multiplied by 0.5 * For a whole day program lasting for 6 hours or more, the CPD credit points will be standardized at 6 for an OT relevant program and 3 for a BP relevant program * For a single program lasting for 3 days or more, the CPD credit points will be standardized at 18 for an OT relevant program and 9 for a BP relevant program	**Program code**	**CPD credit points attained**
3. Publications	• Indexed Journals: listed in the Science Citation Index (SCI) or the Social Science Citation Index (SSCI) • Peer-review OT relevant professional journals not indexed in SCI or SSCI • Publications with ISBN numbers: books, manuals, practice guidelines, etc. • Poster presentation or oral presentation or publications in proceedings at an Accredited Program or OT relevant overseas conferences or symposia • Other publications: newspaper articles, films, video & multimedia productions, the content of which are OT related and are accessible to the public	• Indexed journals ➢ 1st ,2nd and corresponding author : 30 for each author ➢ 3 rd and the following authors : Portion of 30 shared among the total number of the 3rd & others# • ISBN publications and non-indexed journals : 10 for each author • Poster presentation or oral presentation or publications in proceedings at an accredited program or OT relevant overseas conferences or symposia : 2 for each author • Other publications : 2 for each author		

4. Participation in Study Group @	• Include meetings such as in-service training, special interest group meetings under professional association, etc. • Each study group meeting should: ➢ Focus on a discussion topic related to OT or Broad Professional aspects ➢ Last for an hour or more ➢ Involve 3 or more participants and an attendance record should be kept ➢ Keep a record of the written or electronic material used in the discussion	• 1 for each study group meeting • Maximum of 15 CPD credit points per cycle (5 CPD credit points per year on average)	
5. Self-Study @	Review of information from a journal, a book, an online source, etc. relevant to OT or Broad Professional aspects. Registrants should provide a summary report of not less than 200 words illustrating how the information could be applied to OT practice.	• 1 for each self-study report • Maximum of 15 CPD credit points per cycle (5 CPD credit points per year on average)	
6. Educational Activities @	Being speaker/trainer, either lecturing, presenting, training or demonstrating techniques in programs other than accredited programs but <u>not</u> one of the following: • Facilitating clinical visits • Performing clinical orientations • Being part and parcel of the core duties of an OT	• 1 for each activity lasting for 1 hour or more • Maximum of 9 CPD credit points per cycle (3 CPD credit points per year on average)	
		Total CPD Credit Points attained:	
		CPD Credit Point Requirement in the CPD Cycle :	

<u>Legend</u>

^ 30 or less than 30 minutes would be rounded up to 0.5 hour in calculation, e.g. 15 minutes would be rounded up to 0.5 hour & 45 minutes would be rounded up to 1 hour.

In case there are ONLY three authors, the 3rd author will be granted HALF of the allocated CPD credit points, i.e. 15 credit points. All calculation would be rounded up to an integer.

@ Categories where the maximum credit points will be capped.

I confirm that I ***have / have <u>not</u>** fulfilled the CPD requirement in the CPD cycle.

Name: : _____ Registration No. : _____
(Surname first, in block letters)

Tel No. : _____ Employment background : *HA / NGO / Private practice / Academic / Others: _____

Signature : _____ Date of submission : _____

** Please delete where inappropriate*