PHYSIOTHERAPISTS BOARD

Continuing Professional Development Manual for Registered Physiotherapists

MANDATORY SCHEME

Education Committee
Physiotherapists Board
Hong Kong SAR
(May ~~2025~~2026)

Table of Contents

		Page
1.	Introduction	1
2.	Objectives of the Mandatory CPD scheme & preferred learning outcomes	1
3.	The Mandatory CPD cycle & point requirements	2
4.	CPD activities	~~2~~3
5.	CPD administration	~~3~~4
6.	Reporting system & audit~~Self-administration of personal Mandatory CPD records~~	~~4~~5
7.	Exemption	5
~~7~~8.	Non-compliance with the Mandatory CPD requirements	~~4~~5
9.	Remedial mechanism	6
~~8~~10.	Appeal channel & procedures	~~4~~6

Appendixes

I	Notes to Registrants on Completion of CPD Record Form	~~5~~7
Ⅱ	Sample Application Form for Individual/Organisation (non-accredited programme provider) to apply for CPD Programme Accreditation	~~11~~14
III	CPD Record Form	~~17~~20
IV	CPD Self Study Record Form (Category IV)	~~18~~21

1. INTRODUCTION

This manual is edited for registered physiotherapists to comply the mandatory continuing professional development (MCPD) scheme, in terms of implementation and administration for lifelong learning.

In this ever changing and challenging world with evolving knowledge, technology and readily accessible information; healthcare professional should be competent and equipped with update knowledge / information to meet patients' / clients' expectation.

In the 2021 Chief Executive Policy Address, it was stated that patients could directly access for physiotherapy services in primary healthcare without doctors' referral and mandatory CPD applied to physiotherapists as one of the healthcare professionals. For patients' benefits, direct access for physiotherapy services was then bundled with mandatory CPD.

CPD is the process in which PT engage in the context of their career lives. It encompasses a wide range of activities which enhance the professional competency. It is a lifelong learning process as stated in the National Advisory Group for Continuing Education and Lifelong Learning (NAGCELL),

> 'Lifelong learning should be for all aspects of life and meet a variety of needs and objectives. It should foster personal and collective development, stimulate achievement, encourage creativity, provide and enhance skills, contribute to the enlargement of knowledge itself, enhance cultural and leisure pursuits and underpin citizenship and independent living.' (NAGCELL, 1997: Par 5.12)

In order to encapsulate the broad attributes of competence within the profession, while respecting individuals' particular scope of practice, career stage, preference, employment sector or setting, and occupational role, PT should maintain his / her own CPD a balance between formal, structured learning and unplanned learning in the workplace. The emphasis should be focused on self-directed learning and learning outcomes rather than on quantitative input.

The legislative amendments to the Allied Health Professions Ordinance, Cap. 359 has stipulated that **the Board must not issue a practising certificate to the person unless the board is satisfied that the person has complied with the requirement regarding CPD** determined by the Council as applicable to the person. *(s.16 of Cap. 359)*

2. OBJECTIVES OF THE MANDATORY CPD SCHEME AND PREFERRED LEARNING OUTCOMES

Objectives of the Mandatory CPD scheme are:

i) To encourage registrants to keep abreast of knowledge and skill in physiotherapy.
ii) To maintain quality professional practice
iii) To meet the needs of society.

Six learning outcomes:-

i) Work with understanding~~,~~ and respond appropriately to the limits of professional practice
ii) Demonstrate effectiveness in practice (i.e. assessment, decision-making, planning and goal-setting, implementation, evaluation, on-going review and record keeping)
iii) Practice within the profession's moral and ethical framework
iv) Think critically in all related perspectives
v) Deal appropriately with the new and the non-routine
vi) Communicate and collaborate effectively. (CPD29 of CSP, 2003: pp 3-4)

3. THE MANDATORY CPD CYCLE & POINT REQUIREMENTS

Registrants are required to attain a minimum of **45 CPD points** in a 3-year CPD cycle with a **minimum of 5 CPD points** in each year during the cycle. (A "year" here refers to a period from 1 July of a year to 30 June of the following year)~~. Moreover, a minimum of **23 CPD points** out of the 45 CPD points are required to be attained from **core** CPD activity in every 3-year CPD cycle~~. Excess CPD points cannot be rolled over or carried forward to the next CPD cycle.

Physiotherapists registered after the start of a 3-year Mandatory 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 requirements:~~are required to comply with the mandatory requirement on a pro-rata basis, if a registrant is registered during the first year of a 3-year cycle, a minimum of 30 CPD points should be attained in the remaining 2 years whereas registration during the second year of a 3-year cycle, a minimum of 15 CPD points should be attained before the cycle ends~~

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	Annual Requirement
A	30.6.2028	Between 25.7.2025 and 30.6.2026	30 Points	2 Years	- 25.7.2025 –30.6.2026: 0 Points - 1.7.2026 – 30.6.2027: 5 Points - 1.7.2027 – 30.6.2028: 5 Points
B1	30.6.2029	Between 1.7.2026 and 31.12.2026	45 Points	> 2.5 Years	- 1.7.2026 – 30.6.2027: 5 Points - 1.7.2027 – 30.6.2028: 5 Points - 1.7.2028 – 30.6.2029: 5 Points

B2	30.6.2029	Between 1.1.2027 and 30.6.2027	30 Points	2.0 – 2.5 Years	- 1.1.2027 – 30.6.2027: 0 Points - 1.7.2027 – 30.6.2028: 5 Points - 1.7.2028 – 30.6.2029: 5 Points
C1	30.6.2030	Between 1.7.2027 and 31.12.2027	45 Points	> 2.5 Years	- 1.7.2027 – 30.6.2028: 5 Points - 1.7.2028 – 30.6.2029: 5 Points - 1.7.2029 – 30.6.2030: 5 Points
C2	30.6.2030	Between 1.1.2028 and 30.6.2028	30 Points	2.0 – 2.5 Years	- 1.1.2028 – 30.6.2028: 0 Points - 1.7.2028 – 30.6.2029: 5 Points - 1.7.2029 – 30.6.2030: 5 Points

4. CPD ACTIVITIES

CPD activities eligible for accreditation are classified into **core** and **non-core** activities. Core CPD activities shall have a higher rating of CPD points as compared with non-core ones. Please refer to **Appendix I** for details. For core activities, 1 unit of CPD point is credited for one hour of audience participation whereas for non-core activities, 0.5 CPD point is credited for one hour of audience participation. There are six categories of CPD activities. Details of the point allocation of each kind of activity and its corresponding constraints are listed in **Appendix I**. The CPD year cycle to which the points are allocated is determined by the end date of the CPD activities.

For category I and II programmes/activities which have been accredited and assigned a CPD Code are eligible for CPD Points. CPD programmes/activities that were regularly approved in the past would be classified as "Pre-approved CPD programmes/activities" with assigned CPD codes, such as World Physiotherapy Conference. A list of "Pre-approved CPD programmes/activities" ~~will be~~has been uploaded onto the PT Board website. **Individual registrants do not need** to apply for CPD points, when participating in these activities**.**

Application of CPD points
For Category I & II programmes/ activities NOT organised by an Accredited Programme Provider, the programme provider or individual registrant should apply CPD points from the PT Board. (**Appendix II**)
Registrants may consult the programme provider / organiser of the programme/activity if a CPD code is already assigned for the corresponding programme/ activity.

For category III to VI activities, registrants should follow the requirements as stipulated in **Appendix I** and keep all the relevant records and documentary proof for at least 6 years for audit purpose.

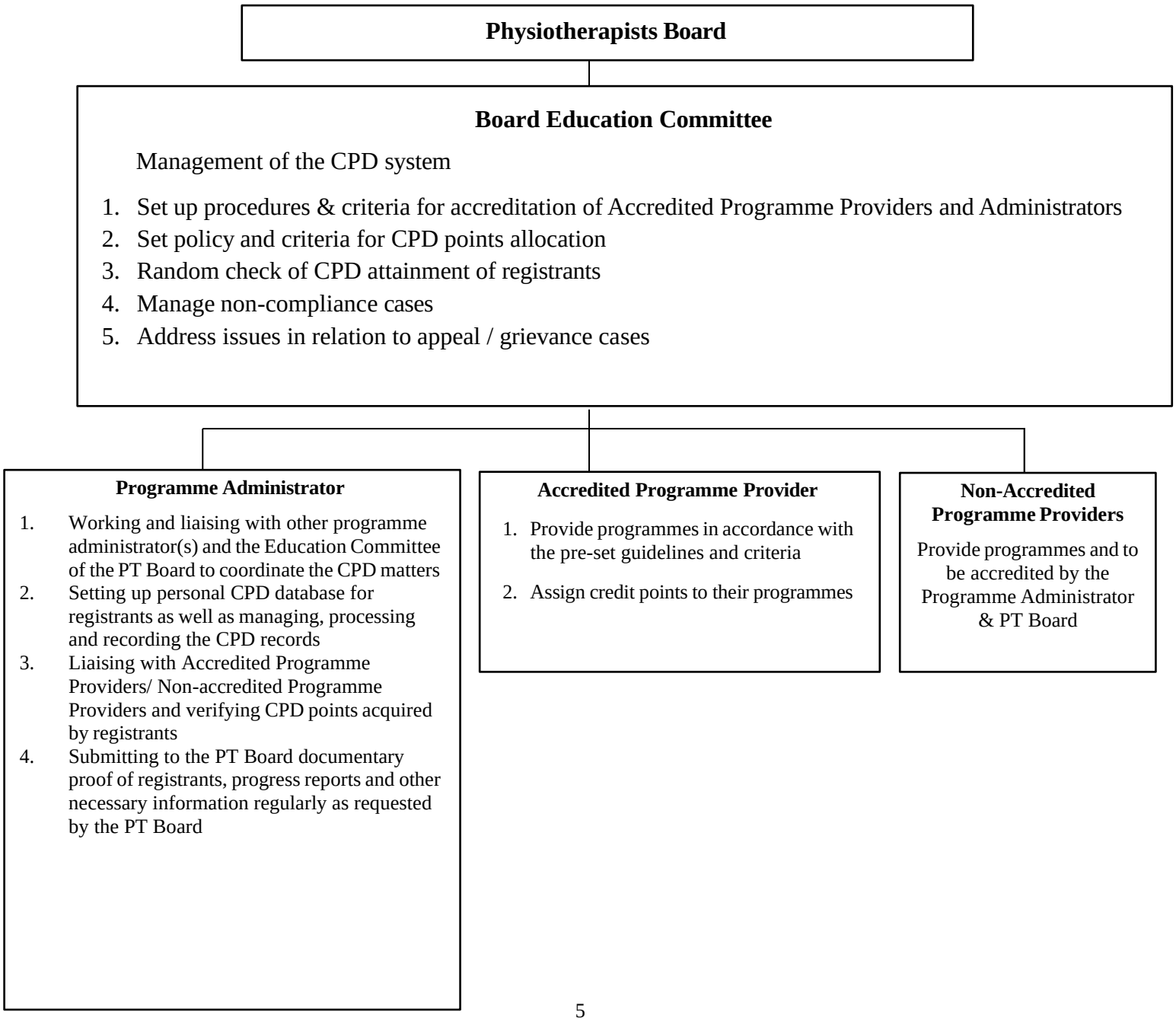
Registrants are required to participate in a minimum of 75% of each CPD activity, plus any other assessment(s) requested by the programme /activity provider. Re-attending the same

CPD activity with identical content is not eligible for repeated CPD points, unless the content has been updated or the attendee is participating in a different role (e.g., as a speaker).

5. CPD MANAGEMENT

The structure of CPD management can be summarised as in the organisation chart below. Under the PT Board, the Education Committee is responsible for CPD management including setting up of procedures and criteria for the accreditation and monitoring of programme administrators and programme providers. The Education Committee also conducts random check of CPD scoring status of registrants and handles the issues addressed in relations to appeal/grievance. All CPD records and information of registrants will be submitted to the PT Board.

Operational policies and guidelines, roles & responsibilities of programme administrators and accredited programme providers have been detailed in the: "Manual for Accredited Programme Provider of Mandatory CPD for Registered Physiotherapists" and "Manual for Programme Administrator of Mandatory CPD for Registered Physiotherapists".



6. ~~SELF-ADMINISTRATION OF MANAGING PERSONAL MANDATORY CPD RECORDS~~ REPORTING SYSTEM & AUDIT

Registrants will be required to submit their CPD attainment every three years on the same occasion when they renew their practising certificate. A personal CPD Record Form (**Appendix III**) reflects learning and development as well as a basis for future learning plan where adaptability and responsiveness to demands and changes in clinical practice can be duly enhanced.

Upon the completion of a 3-year CPD cycle, registrants shall complete the CPD Record Form and indicate their status of fulfillment: a minimum of 45 CPD points ~~of which a minimum of 23 CPD points are core~~ and a minimum of 5 CPD points attained within the CPD cycle.

Registrants must keep all their CPD records and documentary proof for at least **6 years** for random checks by the PT Board. 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. ~~Those who have furnished false declarations are subjected to disciplinary proceedings as stipulated under the ordinance.~~

7. EXEMPTION

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

~~7.~~8. NON-COMPLIANCE WITH THE MANDATORY CPD REQUIREMENTS

~~Registrants fail to comply with the Mandatory CPD requirement stated in the Manual are considered as professional misconduct.~~For cases of non-compliance as declared by the registrants or discovered during audit check, the Board Education Committee will conduct an assessment.

8.1 Non-compliance That is Remediable

(i) Registrants 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) Registrants 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 registrants will have to undergo normal and remedial CPD at the same time.

(iv) Registrants who have failed to make remedy prescribed by the Board for the deficiency without acceptable reasons could be regarded as a case of noncompliance that is not remediable.

8.2 Non-compliance That is Not Remediable

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. Registrants are required to attain 90 CPD points before applying for practising certificate / restoration.~~Subjected to the endorsement of the Educational Committee, a 1-year grace period could be granted to registrants who have failed to meet the annual CPD requirement (i.e. a minimum of 5 CPD Points) during a CPD cycle.~~

~~At the end of a CPD cycle, if any registrant fails to meet all the mandatory CPD requirements a 1-year grace period could be granted subject to the committee's agreement.~~

~~If deemed appropriate, a designated committee shall grant a further extension of the grace period but it would be handled on a case-by-case basis.~~

9. REMEDIAL MECHANISM

If registrants achieve at least two-thirds of the required CPD points for a cycle but fails to attain a minimum of 5 CPD points in each year of that cycle, they are required to obtain the remaining points, along with an additional 5 CPD points for each year's deficiency as an additional requirement in the subsequent cycle.

For various remediable scenarios (examples) 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*	**Total CPD points required in the next cycle**
10	10	10	15 (remaining pts – total requirement)	**60**
30	15	0	5 (remaining pts – annual minimum requirement)	**50**
20	10	0	15 (remaining pts – total requirement) +5 (remaining pts – annual minimum requirement)	**65**
0	0	60	10 (remaining pts – annual minimum requirement)	**55**

Note*: Registrants should fulfil the respective category requirements. The CPD points required in the subsequent cycle will include remaining points carried over from the previous cycle, in addition to the CPD points required for the new cycle. CPD points attained as remaining points for deficiencies in the remedial programme shall not be counted toward the upcoming cycle. The 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.

~~8.~~10. APPEAL CHANNEL & PROCEDURES

Any disagreement with the committee, a formal appeal in writing could be submitted to the PT Board for resolution~~.~~

Appendix I

Notes to Registrants on Completion of CPD Record Form

1. Please read below the instructions on filling the columns on the CPD Record Form:

Date: Fill in the date on which the programme/activity is held. If it lasts for more than one day, please provide the start and end dates.

CPD Main Category: Indicate which one of the six CPD categories to which the programme/activity belongs. For details, please refer to **paragraph 2** below.

CPD Code: Fill in the CPD Code of the programme/activity as provided by the provider/organiser. Non-Accredited Programme Provider must submit to the PT Board in advance for CPD accreditation of the programme/activity.

CPD Points Attained: Fill in the CPD Points attained from the programme/activity. For details, please refer to **paragraph 3** below.

2. CPD activities are divided into six main categories and two sub-categories as follows:

CPD Main Categories	Description
I **Attendance at lecture / seminar / conference**	Audience or online participation in lecture, seminar, conference, symposium, workshop, short courses, on-field physiotherapy practice
II **Post-graduate studies**	Post-graduate studies in academic institution leading to higher qualification
III **In-service training**	In-service training activity fulfilling the following criteria: • A total attendance of 5 or more participants • Presence of attendance record • Presence of a focused discussion topic • Presence of discussion/presentation materials *(Cont'd)*

CPD Main Categories	Description
IV **Self study**	Self study in the form of journal/literature review together with write-up of review report of a minimum of 250 words
V **Active participation**	Active participation in the form of lecturing in course or presenting at scientific meeting, and which is not part of the enrollee's wage-earning duties
VI **Publication**	Publication in professional journal / textbook

CPD Sub-categories	Description
Core (C)	Activities directly related to the understanding or deepening of physiotherapy knowledge and skills including diagnosis, examination, intervention, outcome evaluation, biostatistics and epidemiology, and specialty development.
Non-core (N)	Activities not directly related but contributed to the understanding or extension of physiotherapy knowledge and skills including health care management, Chinese Herbal Medicine, information technology, and communication skills.

3. The allocation of CPD Points depends on the Main Category and Sub-category to which the programme/activity belongs. The calculation rules are as follows:

CPD Main Categories	Description	Allocation Unit
I **Attendance at lecture / seminar / conference**	Audience or online participation in lecture, seminar, conference, symposium, workshop, short courses, on-field physiotherapy attachment ~~practicals,~~ with the presence of the following documentary proof: • certificates of completion or attendance records •	• 1 CPD point per 1 contact hour of audience or online participation • Fraction of the hour will be rounded ~~up~~ off to the nearest whole number of contact hour • Point allocation for 1 whole day of audience or online participation will be capped at a maximum of ~~5~~ 6 CPD points. Non-core activities will be capped at a maximum of 3 CPD points (with effect from activities starting on or after 1 July 2026) • Point allocation for a single programme lasting over several days will be capped at a maximum of ~~15~~ 18 CPD points. Non-core activities will be capped at a maximum of 9 CPD points (with effect from activities starting on or after 1 July 2026) • **Only programmes/activities which have been accredited and assigned a CPD Code are accepted for claiming CPD Points**
II **Post-graduate studies**	Post-graduate studies in academic institution leading to higher qualification, with the presence of the following documentary proof: • certificates / transcripts / any documentary proof on completion of the studies •	• 1 CPD point per 1 contact or online hour of lecture / tutorial / workshop / field work / e-learning • Fraction of the hour will be rounded ~~up~~ off to the nearest whole number of contact hour • **Only programmes/activities which have been accredited and assigned a CPD Code are accepted for claiming CPD Points** • Point allocation for category II will be capped at a maximum of 45 points per one CPD cycle (with effect from modules starting on or

		after 1 July 2026) *(Cont'd)*
III **In-service training**	In-service Physio-related training activity fulfilling the following criteria: • A total attendance of 5 or more participants • Presence of attendance record • Presence of a focused discussion topic • Presence of discussion/presentation materials The following documentary proof are required: • attendance records or any proof on attendance provide by the programme provider/activity organiser; and • the discussion/ presentation materials •	• 1 CPD point per 1 contact hour of presentation / discussion • Fraction of the hour will be rounded ~~up~~ off to the nearest whole number of contact hour • Point allocation for category III and category IV together will be capped at a maximum of 15 points per one CPD cycle
IV **Self study**	Self study (Physio-related) in the form of journal/ literature review together with write-up of review report of a minimum for 250 words, with the presence of the following documentary proof: • a copy of the journals / literature reviews studied; and • relevant review reports with a minimum of 250 words in each report • (Registrants are required to use the CPD Self Study Record Form at Appendix IV of the	• 1 CPD point per review report • Point allocation for category III and category IV together will be capped at a maximum of 15 points per one CPD cycle

<table>
<tr><td></td><td>Manual for Registered Physiotherapists; for journal study, the article must be published within five years of the year of claiming the CPD Point.)</td><td>• (Cont'd)</td></tr>
<tr><td>V
Active participation</td><td>Active participation in the form of Physio-related lecturing in course or presenting at scientific meeting which is not part of the enrolee's wage-earning duties, with the presence of the following documentary proof:
• proof of invitation from the activity organiser / contents of the activity / rundown of the activity / presentation materials</td><td>• 5 CPD points for each presentation of 30 minutes or more, and 3 CPD points if less than 30 minutes</td></tr>
<tr><td>VI
Publication</td><td>Publication in Physio-related professional journal/ textbook, with the presence of the following documentary proof:
• a copy of the professional journals / textbooks / articles so published
•</td><td>• CPD points for publication according to following criteria:<s>,</s>
<table><tr><th></th><th>First author/ Corresponding author</th><th>Other authors</th></tr><tr><td>Web Science Indexed journals</td><td>10</td><td>5</td></tr><tr><td>Non-indexed journals/ Peer reviewed journals</td><td>5</td><td>3</td></tr></table>
<table><tr><th></th><th>First author</th><th>Other authors</th></tr><tr><td>Physiotherapy-related articles in a book chapter, a newspaper, or a magazine</td><td>1 CPD point for every 500 words</td><td>0.5 CPD point for every 500 words</td></tr></table>
<s>(Cont'd)</s></td></tr>
</table>

CPD Sub-categories	Allocation Unit
Core (C)	A factor of 1 will be multiplied to the assigned allocation unit for the CPD main category
Non-core (N)	A factor of 0.5 will be multiplied to the assigned allocation unit for the CPD main category

Duration (Minutes)	CPD Points (Core)	CPD Points (Non-Core)
0 - 29	0	0
30 - 60	1	0.5
61 - 89	1	0.5
90 - 120	2	1

4. Registrants are required to keep properly all their CPD records and documentary proof for at least **6 years**. Upon request by the committee, registrants should submit the records and documentary proof to the PT Board for the processing by Programme Administrators via one of the following means –

By post : Secretariat, Physiotherapists Board
2/F, Shun Feng International Centre
182 Queen's Road East, Wan Chai, Hong Kong

By fax : (852) 2865 5540
By e-mail : pt.cpd@dh.gov.hk

5. Registrants must ensure that all the relevant parts of the CPD Record Form are duly completed and that the information provided is true, complete and accurate. It is the duty of registrants to provide sufficient information to support their claim for CPD Points. Failure to provide supporting information as requested may result in the CPD

points for the concerned programmes/activities not being counted.

6. Registrants must keep all relevant documentary proof of attendance properly. Types of documentary proof required for each CPD main category are as follows:

CPD Main Categories	Documentary Proof of Attendance
I **Attendance at lecture / seminar / conference**	• ~~receipts /~~ certificates of completion ~~/~~ or attendance records
II **Post-graduate studies**	• certificates / transcripts / any documentary proof on completion of the studies *(Cont'd)*
III **In-service training**	• attendance records or any proof on attendance provided by the programme provider/activity organiser; and • the discussion/presentation materials
IV **Self study**	• a copy of the journals / literature reviews studied; and • relevant review reports with a minimum of 250 words in each report (You are required to use the CPD Self Study Record Form at **Appendix IV** for documentation of your self-study; for journal study, the article must be published within five years of the year of claiming the CPD Point.)
V **Active participation**	• proof of invitation from the activity organiser / contents of the activity / rundown of the activity / presentation materials
VI **Publication**	• a copy of the professional journals / textbooks / articles so published

1. Should there be insufficient space in the CPD Record form, additional supplementary sheets should be submitted together with the Record Form.

2. The information provided in the application will be used for processing the vetting of CPD activities, keeping records for the CPD scheme and other related purposes in relation to the Allied Health Professions Ordinance (Chapter 359) and its subsidiary legislation. It may be disclosed to relevant third parties, including the CPD Programme Administrators and Programme Providers, for matters in relation to the Mandatory CPD Scheme, as well as other Government bureaus/departments, agencies or

authorities which are authorized to receive information relating to law enforcement, prosecution or review of decisions. For correction of or access to the applicant's information after submission, please contact the Secretariat.

3. For enquiries, please contact the Secretariat by phone (852) ~~2527~~ 3521 ~~8369~~1632 or by e-mail (pt.cpd@dh.gov.hk).

Appendix II

Sample Form for Individual/Organisation (non-accredited programme provider) to apply for Programme Accreditation

PHYSIOTHERAPISTS BOARD

Application for Accreditation of Continuing Professional Development (CPD) Programme for Registered Physiotherapists

Please read the following instructions:

Before Application

- This application form is for an activity / programme under Category I "Attendance at lecture / seminar / conference" or Category II "Post-graduate studies", which is **NOT** organised by an Accredited Programme Provider.

- Before filling in the application form, please check if the activity / programme has been included in the "Pre-approved CPD ~~Activities~~programmes" or "Accredited CPD ~~Programmes~~ programmes for the MCPD Cycle~~for CPD Cycle 2023-2026~~" on Physiotherapists Board Website. If affirmative, you could simply refer to the CPD points awarded and a separate application of awarding CPD points is NOT REQUIRED. If not found, please refer to the following steps for application.

Steps for application

1. Visit the Physiotherapists Board Website to download and complete the application form in fillable pdf format. To facilitate the efficient processing of the application, form filled in MS Word format or filled by handwriting is NOT ACCEPTED.

2. Send the completed Form and relevant supporting documents to pt.cpd@dh.gov.hk. To facilitate the consideration of your application, you are encouraged to provide relevant documents to support the application. (e.g., promotion pamphlet, introduction of the course/speakers, programme rundown/timetable) as detailed as possible. Insufficient information provided may delay the process of the application.

Processing of Education Committee

- Your application and information will be passed to the Education Committee for its handling and consideration. Kindly allow a processing period of 4-6 weeks. Please note that this timeline may be extended if there is a high volume of applications to process.

- The application result will be announced by an email. Successful application will be accredited CPD points. The relevant information will be uploaded onto Physiotherapists Board website for all registrants' reference.

Part I: Fact Sheet ☐ **Individual Registrant** ☐ **Activities Organizer**

1. Name of Applicant: _____

2. .Title or Position of Applicant: _____

3. Name of Organisation *(if applicable)*: _____

_____

4. Address of Applicant or Applicant's Organisation: _____

_____

_____

5. Telephone Number : _____ 6. Fax Number: _____

7. E-mail Address: _____

8. The section administratively and operationally responsible for co-ordinating all aspects of CPD programme offered by the organisation *(if applicable)*:

_____

(i.e., department/division/unit within the organisation responsible for providing CPD programme)

PHYSIOTHERAPISTS BOARD

Application for Accreditation of Continuing Professional Development (CPD) Programme for Registered Physiotherapists

Part II: Documentation for Accreditation of the CPD Programme:

1.	**~ Title of the programme ~**
2.	**~ Date, time and duration in hours ~**
3.	**~ Organizer ~**
4.	**~ Programme format ~** ( ) On-site format ( ) Online format ( ) Lecture / Seminar/ Conference / Meeting ( ) Workshop / Practical ( ) Others (please specify:_____)
5.	**~ Venue ~**
6.	**~ Aim & objectives ~**

7. ~ Contents ~

8. ~ Personnel ~

The person in-charge of the Programme to be accredited:

Name(s)	Qualifications	Position/Title

Teachers, trainers, presenters, speakers, facilitators, etc. of this Programme are:

Name(s)	Professional Qualifications	Position/Title

9. ~ Learning-teaching methods and facilities ~
10. ~ Methods of verifying participation with at least 75% of attendance ~
11. ~ Methods of evaluation of the effectiveness of the Programme ~

12. Confirmation by the Applicant:

To help us process your application as quickly as possible, please verify that you have completed the following items (check as appropriate):

☐ All sections of the Application Form are completed.

The following supporting documents are attached:

☐ An electronic version or a screenshot of the poster, leaflet, or any promotional materials of the programme applied for accreditation (links to websites, Facebook, Instagram, Weixin, etc will not be accepted).

☐ Information about the programme organizer to support its capability in delivering professional development programmes for physiotherapists.

☐ If the affiliations of the instructor(s) are related to the product(s) involved in the programme, a declaration of any potential conflicts of interest concerning the title of the applied programme must be provided (for organization applicants only).

☐ For product-related programmes, a programme rundown detailing the ratios of lecturing, demonstration, and/or practicum must be provided.

☐ Evidence on the requirement for at least 75% attendance to obtain the certificate for the applied programme.

Please submit the completed Application Form along with all supporting documents (in English or Chinese with official certification) in accordance with the requirements set forth by the Physiotherapists Board.

Name of Applicant : _____

Registration No. : _____

Date : _____

Mandatory CPD Scheme for Registered Physiotherapists
CPD Record Form

Appendix III

for the period from 1 July _____ *(year)* to 30 June _____ (*year*)
in the CPD cycle from 1 July _____ *(year)* to 30 June _____ (*year*)

Date	CPD Main Category	CPD Code	Title of CPD Programme / Activity ~~Core (C) / Non-core (N)~~	CPD Points Attained
			Total CPD Points attained :	

Note:

1. You are required to keep all CPD records and relevant documentary proof for at least **6 years**. Upon request by the Physiotherapists Board, you will be required to submit all the documentary proof to the Secretariat of the Physiotherapists Board.

2. Registrants are required to attain a minimum of 45 CPD points in a 3-year CPD cycle and a minimum of 5 CPD points in each year during the cycle. ~~Moreover, a minimum of 23 CPD points out of the 45 CPD points are required to be attained from core CPD activity in every 3-year CPD cycle.~~

* I confirm that I **have** / **have not** attained 5 or more CPD points in the captioned period.

* I confirm that I **have** / **have not** attained 45 or more CPD points ~~(of which 23 or more points are attained from core CPD activities)~~ in the captioned CPD cycle and a minimum of 5 CPD points in each year during the cycle. (Applicable for the third year of each CPD cycle)

Name : _____ Registration No. : PT

(Surname first, in block letters)
(Full name as registered in the Register of Physiotherapists)

Signature : _____ Date : _____

* Please delete where inappropriate

Appendix IV

Mandatory CPD Scheme for Registered Physiotherapists
CPD Self Study Record Form (Category IV)

for the period from 1 July ___ (year) to 30 June___ (*year*)
in the CPD cycle from 1 July ___ (year) to 30 June___ (*year*)

Date	Title of Journal Article / Literature Review

Please write the summary and reflection points of the article of no less than 250 words.

1) Summary of the article reviewed

2) Reflection of your self-study (e.g. acquisition of new or updated knowledge in clinical area specified, impact on your clinical practice, clinical mentoring of students or junior colleagues etc.)

Name : _____ Registration No. : PT

(Surname first, in block letters)
(Full name as registered in the Register of Physiotherapists)

Signature : _____ Date : _____