PHYSIOTHERAPISTS BOARD

Manual for

Programme Administrators of

The Mandatory Continuing Professional Development

for

Registered Physiotherapists

Education Committee
Physiotherapists Board
HKSAR
(May ~~2025~~2026)

MANUAL FOR PROGRAMME ADMINISTRATORS OF THE CONTINUING PROFESSIONAL DEVELOPMENT FOR REGISTERED PHYSIOTHERAPISTS

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Physiotherapists Board

Manual for Programme Administrators of the Mandatory Continuing Professional Development for Registered Physiotherapists

1. INTRODUCTION

1.1 The administration of continuing professional development (CPD) programmes and activities is an integral part of the CPD system, which helps physiotherapists (PT) meet the requirements of life-long learning and enhancement of professionalism. Hence, the CPD programme administrators play an important role in validating the submitted programmes and activities for CPD accreditation.

1.2 The Physiotherapists Board (PT Board), being a statutory body for the regulation of the physiotherapy profession in Hong Kong, mandates the establishment of an accreditation system to govern the standards of submitted programmes and activities for CPD justification.

1.3 This manual is used to guide the administration of the CPD system, including the application, accreditation, and awarding of CPD credit points for various programmes or activities organised submitted by local or overseas organisers. Any organisation may apply to the PT Board for being an accredited programme provider with reference to the **Manual for Programme Provider of Continuing Professional Development for Registered Physiotherapists**.

2. ROLES OF PROGRAMME ADMINISTRATOR

2.1 The major responsibilities of a Programme Administrator

(1) Collaborating with other programme administrator(s) and the Education Committee of the PT Board to manage CPD matters;
(2) Monitor the maintenance of personal CPD database of registrants as record management
(3) Liaising with programme providers/non-accredited programme providers for verification and allocation of CPD points
(4) Regularly submitting documentary proof of registrants, progress reports, and other required information to the PT Board upon request

3. OVERVIEW OF THE ACCREDITATION SYSTEM

3.1 Any independent organisation or its unit providing programmes or activities (non-accredited programme provider), or any individual attending programmes not provided by the accredited programme providers, must seek accreditation from the PT Board. These

programmes include audience or online participation in lectures, seminars, conferences, symposiums, workshops, short courses, on-field physiotherapy practical (CPD Category I), and postgraduate studies (CPD Category II).

3.2 Programme accreditation shall be carried out by the programme administrators and Education Committee of the PT Board, taking into consideration the contents, standards and aims of the programmes, in order to assess whether CPD credit points should be awarded and, if so, how many points.

3.3 The key objectives for programme accreditation are:

a) To ensure the programmes provided are up to standard;
b) To make recommendations to improve the quality of the submitted programme
c) To ensure the programme providers comp~~iling to~~lying with the general requirements

3.4 The programme administrator will work with the Education Committee of PT Board and decide whether to grant accreditation status or formulate recommendations to the program provider for improving the concerned CPD programmes or activities as appropriate.

3.5 If accreditation status is granted, CPD points will be assigned. These points are only applied to accredited programmes until the end of the 3-year cycle. Any re-organisation of accredited programmes beyond the accreditation period, or any changes to the programmes organised by the same organisation, must first be submitted to the PT Board for assessment and accreditation.

4. SELECTION OF PROGRAMME ADMINISTRATORS

4.1 A programme administrator should fulfil the following criteria:

(1) Being a healthcare-related organisation with business or operation related to physiotherapy services/ education/ a healthcare profession;
(2) A credible infrastructure to carry out the administration work for the CPD accreditation;
(3) Working on a voluntary basis;
(4) Being able to handle submitted applications within 4-6 weeks; and
(5) Preferably having prior experiences in organising/providing physiotherapy education, and/or running a similar scheme of programme accreditation

4.2 Each approved programme administrator will serve for a three-year term. The renewal of appointment will be initiated by the PT Board 3 months in advance.

5. ACCREDITATION OF CPD PROGRAMMES

CPD programmes/activities will be accredited based on the following criteria:

5.1 **Programme Planning Team and Teaching Staff**
The academic and professional qualifications of the CPD programme planner(s) and educator(s)

5.2 **Programme Structure**
It includes the contents, coherence and progression of the knowledge; level of intellectual challenge to programme participants, the possibility of meeting the stated aims, keeping updates of its contents and relevance to good professional practice

5.3 **Learning Outcomes**
The achievement of learning objectives, programme evaluation / feedback, participation of programme participants, with at least 75% of attendance, or passing of a test / assessment, if applicable.

5.4 **Facilities and Support**
The facilities for teaching and learning as well as the level of technical and non-academic support

5.5 **Quality Assurance**
Monitoring and evaluating the contents, checking the fi~~el~~delity of the speaker / teacher, and maintaining the sustainability of programme standards are accounted for quality assurance.

6. PROCESS OF PROGRAMME ACCREDITATION

6.1 **Award of CPD credit point**
CPD programmes/activities qualified for accreditation are classified into CPD main categories and CPD sub-categories. The followings are the general guiding principles for CPD credit point allocation

(1) 1 unit of CPD point is given based on 1 hour of attendance either in a face-to-face or online format

(2) Core CPD activities would be given a higher rating of CPD points than non-core CPD activities;

(3) Allocation criteria for CPD main categories are listed in the following table:

(Change marked in blue was endorsed by the Education Committee at its meeting in July 2026 for the sake of clarity.)

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: • ~~receipts /~~ 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 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 that 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~~receipts / certificates of completion / attendance records~~	• 1 CPD point per 1 contact 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 that 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)
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	• 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 categories III and IV together will be capped at a maximum of 15 points per one CPD cycle

	• 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	
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 ~~III~~ IV of the Manual for Registered Physiotherapists; for journal study, the article must be published within five years of the year of claiming the CPD Point.)	• 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
V **Active participation**	Active participation in the form of Physio-related lecturing in course or presenting at scientific meeting which is not part of the enrollee'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	• 5 CPD points for each presentation of 30 minutes or more, and 3 CPD points if less than 30 minutes

<table>
<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 in professional journal/textbook according to following criteria:
<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></td>
</tr>
</table>

(4) Allocation criteria for CPD sub-categories are listed in the following table:

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

6.2 **Classification of Specialty Stream**

To determine the training objective(s) and learning focus related to the development of professional specialization, the CPD programme/activity will be classified into a major/primary stream of physiotherapy specialty field and/or secondary stream(s) according to the nature of the programme and its relevance to various physiotherapy specialties. A classification table of physiotherapy specialty streams is shown in Appendix III.

6.3 **Assignment of a CPD code (applied to CPD Category I & II)**

To facilitate the administration and communication, a specific and unique CPD code would be assigned to individual programmes. The programme administrator(s) should collaborate with the PT Board to develop the coding system to ensure the consistency and integrity of the system. (Appendix VI)

6.4 **Pre-Approved CPD Activities**

CPD programmes/activities that were regularly approved in the past would be classified as "Pre-approved CPD activities", such as World Physiotherapy Conference. A list of "Pre-approved CPD activities" will be uploaded onto the PT Board website. **Individual registrants do not need** to apply for CPD points, when participating in these activities**.**

7. REQUIREMENT FOR DATA SUBMISSION

7.1 Programme administrator must submit the CPD programme accreditation records annually (or upon request by the PT Board), to facilitate the PT Board to evaluate and to monitor the standards of the CPD activities and programmes.

7.2 Records of all CPD programme accreditations should be kept for six years to allow easy access for reference. The essential data included (Appendix II) :

- Title of CPD programmes/activities
- Details of CPD programmes/activities:

- ♦ Date
- ♦ Duration
- ♦ Specialty Stream(s)
- ♦ Name(s) of presenter(s)/speaker(s)/facilitator(s)

- Number of CPD points awarded
- Names, titles and documentation of the persons/organisation responsible for CPD programmes/activities
- The returned attendance record

8. APPLICATION FOR PROGRAMME ACCREDITATION

8.1 Organisations or individuals applying for accreditation of CPD programmes/activities should send a completed application form to the designated email (Appendix IV).

8.2 The application form for accreditation of individual CPD programmes/activities includes the following two parts:

(1) Part I - Fact Sheet
(2) Part II - Documentation for Evaluation of the CPD Programme

8.3 The application result will take approximately 4-6 weeks from the time the application was first received (Appendix V).

8.4 Attendance certificates either in printed or electronic format should be issued to participants who have fulfilled at least 75% of attendance, or other assessment(s) required

8.5 The certificate should include the following items (Appendix VII):

(1) The full name of the CPD programme as stated in the application
(2) The date of the programme;
(3) The CPD code;
(4) Core / Non-core;
(5) The CPD points granted;
(6) The full name of the participant;
(7) The PT registration no. of the participant.

8.6 The programme provider should keep the attendance record for 6 years to allow easy access for references

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8.7 If there is a disagreement with the decision made by the programme administrator or PT Board, the applying organisation/individual applicant can submit a formal appeal in writing to the PT Board for resolution.

Appendix I

PHYSIOTHERAPISTS BOARD

Application for Appointment as Programme Administrator of Continuing Professional Development (CPD) Programme for Registered Physiotherapists

Instructions : - Supply complete information either directly on this form or on a form developed in a similar format

Part I : Fact Sheet

1. Name of Organisation : _____

2. Address : _____

_____

_____

3. Name of Person in-charge : _____

4. .Title or Position : _____

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

7. E-mail Address : _____

8. The section administratively and operationally responsible for accreditation of CPD programme if appointed :

_____

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

Appendix I

PHYSIOTHERAPISTS BOARD

Application for Appointment as Programme Administrator of Continuing Professional Development (CPD) for Registered Physiotherapists

Part II: Documentation Report of Internal Evaluation as Programme Administrator:

Data in response to Criteria for Programme Administrator

1. ~ Nature of the organisation ~
2. ~ Beliefs & goals for accreditation of CPD programmes ~

3. ~ Administrative & organisational structure ~

(Organisational chart(s) or other schematic(s) that depict the line of authority and organisational communication within the organisation as a whole as well as within the department / unit in relation to the accreditation of CPD programmes.)

The person in-charge of the overall day-to-day management and operation of the CPD programme accreditation :

Name(s)	Qualifications	Position/Title

4. ~ Relevant experience in CPD programme accreditation ~

(List out the past experience in organising/providing physiotherapy education, and/or running similar scheme of programme accreditation.)

5. ~ Declaration of Understanding ~

I have read through the various parts of this manual and understood the requirements of a programme administrator including the voluntary provision of accreditation work and swift response to the CPD programme accreditation within 4-6 weeks.

Name of Person in-charge : _____

Signature : _____

Date : _____

Appendix II

Report Summary Sheet on Accreditation of CPD Programmes/Activities

(_____ - _____ **)**

Month / Year Month / Year

Name of the Programme Administrator : _____

CPD Code	Date		Duration (Contact Hours)	CPD Point(s)	CPD Programme/Activity Title	Specialty Stream		CPD Main Category	CPD Sub Category	Speaker(s) [Name(s) & Professional Qualifications]	Programme Organiser(s)
	Start	End				Primary	Secondary (If Applicable)				

Appendix III

PHYSIOTHERAPISTS BOARD

Classification Table of Physiotherapy Specialty Streams

Primary Specialty	Secondary Specialty
Musculoskeletal	Sports Physiotherapy
	Manipulative Therapy
	Work Rehabilitation
Primary Care	Chronic Disease(s) Management
	Prevention and Screening
Community Rehabilitation	Childhood onset conditions
	Adult-onset conditions
Cardiopulmonary	
Neurological	
Mental Health	
Palliative Care	
Geriatric	
Paediatric	Neonatal ICU
	Neurodevelopmental
	Paediatric Orthopaedics
	Adolescent Care
Others	Women's Health
	Acupuncture & Integrative Medicine
	Clinical Research
	Aquatic Physiotherapy
	Occupational Safety, Health and Rehabilitation
	Rehabilitation Technology
Physiotherapy Education	Clinical Education
	Education Enhancement

Appendix IV

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 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.

Appendix IV

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)

Appendix IV

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 : _____

Appendix V

PHYSIOTHERAPISTS BOARD

Result Notification of CPD Programme Accreditation

Name of Applicant: _____

Name of Organisation _____
(if applicable): _____

CPD Programme
Title : _____
Organiser : _____
Date : _____

Please be notified that the application for accreditation of the above CPD programme was:

☐ Approved, with details as follows:

CPD Points : _____
CPD Code : _____
CPD Main Category : _____
CPD Sub-Category : _____
Primary Specialty Stream : _____
Secondary Specialty Stream : _____

☐ Not Approved, due to uncertainty in the following area(s) :

- ☐ Programme planning team & teaching staff
- ☐ Programme structure
- ☐ Learning outcome
- ☐ Facilities & support
- ☐ Quality assurance

Name of officer in-charge of programme accreditation : _____

Signature : _____ Email Address : _____

Telephone : _____ Date : _____

Appendix VI

PHYSIOTHERAPISTS BOARD

Guidelines for Assignment of CPD Code

To facilitate the administration and communication, individual programme should be assigned with a specific and unique CPD code. The assignment of code should follow a set of coding scheme in order to ensure the consistency and integrity of the CPD codes assigned by programme administrator(s) and accredited programme provider(s).

Coding Scheme for Assignment of CPD Code

Each CPD code should be a nine-character set with the first 2 characters alphabetic and the last 7 characters numeric. Each character in the CPD code indicates the following meanings:

Character	Type	Meaning	Examples
1st	Alphabetic	Represents the organisation name of the programme provider	A = Hong Kong Physiotherapy Association E = Heep Hong Society H = Hospital Authority P = Hong Kong Physiotherapy Union U = Hong Kong Polytechnic University S = SAHK T = Tung Wah College M = Miscellaneous programme provider organisations applying accreditation from the programme adminstrator
2nd	Alphabetic	Represents the CPD sub-categories	C = Core CPD programme N = Non-core CPD programme
3rd	Numeric	Represents the CPD main categories	1 = Audience participation 2 = Post-graduate study in academic institution
4th & 5th	Numeric	Represents the year in 2 digits in which the CPD programme starts	05 = year 2005 in which the particular CPD programme started (even though the programme spanned across 2 years into year 2006)
6th to 9th	Numeric	Represents the serial number of CPD programme accredited by the particular organisation in that year	0001 = the first programme accredited by the particular organisation in the year represented by the 4th & 5th characters

Example: a CPD code of AC1050001 assigned to a CPD programme "Hong Kong Physiotherapy Association Annual Congress 2005" organised by the accredited programme provider "Hong Kong Physiotherapy Association", which happened to be the first programme self accredited by the Hong Kong Physiotherapy Association in 2005.

When a CPD programme is jointly organised by more than 1 accredited programme providers, a consensus must be reached among the providers as of which one is the major provider for self accreditation and uses the first character to represent the organisation in the CPD code.

Appendix VII

Essential contents on a printed /electronic attendance certificate issued by a programme provider

The full name of the programme: _____
The date of the programme: _____
The CPD code: _____
Core / Non-core : _____
The CPD points granted: _____
The full name of participant: _____
The PT registration no. of the participant: _____