Application FOR EQUIVALENCE OF INTERNATIONAL CPD Program TO THE acem SPECIALIST cpd proGRAM

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| **Applicant Details:**  **Full Name:**  **ACEM Membership ID:** |
| **Proposed start date for Exemption (no later than 1/7/2018):** **/  /** *(DD*/*MM*/*YY)* |
| **Country of registration and practice:** |
| **Relevant Authority with CPD Program:**  **Name:**    (eg Royal College of Emergency Medicine)  **Address and Contact Details:** |
| **Signature** (if not submitting electronically): **Date:** **/  /** *(DD*/*MM*/*YY)* |

**CPD Program Requirements:** *To be filled out by applicant*

| Key areas | **ACEM CPD program key requirements** | **Document how your existing CPD Program is substantially equivalent with key requirements** | **Evidence required by ACEM** | **Evidence provided & attached (Y/N)** |
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| **1.Activity Categories** | | | | |
| CPD Activities | CPD activities to include the following four categories:   * self-directed learning * group learning * quality enhancement * teaching, research and educational development. |  | Documentation or website link that outlines the approved activities of your existing CPD Program |  |
| Procedural Skills | Procedural skills include the following two activity types:   * core skills (airway; breathing; circulation) * scope of practice skills. |  | Documentation or website link that outlines the approved procedural skills of your existing CPD Program |  |

| Key areas | **ACEM CPD program key requirements** | **Document how your existing CPD Program is substantially equivalent with key requirements** | **Evidence required by ACEM** | **Evidence provided & attached (Y/N)** |
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| **2.Minimum Requirements** | | | | |
| **Annual requirements** | During each CPD Year:   * a minimum of 50 hours CPD activities * a minimum of one (1) procedural skill undertaken by performance, teaching or supervision, from each of the core procedural skill activity types: * airway * breathing * circulation. * a minimum of one (1) recorded planning goal and reflection |  | Documentation or website link that outlines the annual requirements of your existing CPD Program |  |
| **Cycle Period** | A cycle period of at least three (3) years.  During each three-year cycle period:   * all annual requirements * a minimum of one (1) procedural skill undertaken by performance, from each of the core procedural skill activity types: * airway * breathing * circulation, and * 12 unique scope-of-practice skills (by performance, teaching or supervision) |  | Documentation or website link that outlines the cycle requirements of your existing CPD Program |  |
| **2.Minimum Requirements cont…** | | | | |
| **Cycle Period** | * 30 hours in the category of Quality Enhancement * 30 hours in at least two of the following categories: * Self-directed Learning * Group Learning * Teaching, Research & Educational Development. |  | Documentation or website link that outlines the cycle requirements of your existing CPD Program |  |
| **3.Recording Requirements** | | | | |
|  | All participants are required to maintain a record of their CPD activity. |  | Documentation or website link that outlines the recording requirements of your existing CPD Program |  |
| **4.Compliance Procedures** | | | | |
|  | 1. A participant in the CPD program will be deemed to be ‘non-compliant’:  * if they do not satisfy minimum annual requirements for a CPD year, or * if they fail to comply with or pass a compliance audit. |  | Documentation or website link that outlines the compliance requirements and procedures of your existing CPD Program |  |
| **4.Compliance Procedures cont…** | | | | |
|  | 1. A participant in the CPD program will be deemed to be ‘non-compliant’:  * if they do not satisfy minimum annual requirements for a CPD year, or * if they fail to comply with or pass a compliance audit.  1. If a participant is found to be non-compliant with the requirements of the CPD program at the conclusion of a three-year cycle, that:  * participant may be referred to the relevant regulatory Authority * information may be conveyed to prospective or current employer or their agents |  | Documentation or website link that outlines the compliance requirements and procedures of your existing CPD Program |  |
| **5.Certification** | | | | |
|  | Certificates of participation/compliance provided for meeting minimum requirements for CPD year and CPD Cycle. |  | Copy of your most recent certificate of participation/compliance. |  |