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. |       |