

CPD Online Auditing Process

Members are due to submit by the deadline of 1st March each year. On this date, these members will be locked out of the system and not able to enter any more CPD activity until the reviews are complete and the system reset.

After this date all committee members will be able to review members online by accessing the committee only review area.

- All members who do not have sufficient points or who have not accessed the online system will receive an email regarding their incomplete submission forwarded to the National Secretariat by the end of March
- At least 15% of members will be reviewed each year
- Each committee member (in pairs) will review a maximum of 25 submissions as a first call
- Committee members will have 2 weeks to complete their initial audit requirements, completed by the end of April.
- Committee members will check to see that all submissions (due every year) include a total of at least 20 points, at least 3 categories and include completion of the mandatory categories each year.
- The auditing pair will communicate with each other and the chair when there are submissions that are incomplete.
- A specific individualised email will be drafted by the relevant CPD auditing pair for those submissions that require further evidence, further categories or have included activities not in line with the competencies of AMTA.
- The chair of the CPD committee will send through the email, allowing the RMT 14 days to send through the additional information required (auditors identities will not be divulged).
- If the RMT is unable to complete the requirements they will be notified of their status of incomplete CPD and this will be forwarded to the Registrations committee.
- Random auditing may occur from time to time. This may include particular groups, as identified by the Australian Music Therapy Association CPD Committee. For example, a group of previously failed audit members.
- All RMTs must maintain evidence for 5 years, after they complete their CPD submission. This may be in electronic format but must be reflective of what was submitted in any given year.

Appeals and Grievances

If an RMT has not accumulated or submitted the required 20 points worth of CPD activities, or there are activities which do not meet the requirements of CPD and hence may not be included for CPD, the CPD committee will contact the RMT to notify them of this, and outline subsequent requirements for successful completion of CPD. This may include two weeks to complete further hours or categories.

If the RMT wishes to appeal against the decision of the CPD Committee, s/he should contact the Chair of the CPD Committee in writing within two weeks of the date of the correspondence received from the CPD Committee to request a review of the decision that was made. The Request for Review should include substantiating information to support the RMTs claim or request.

If an RMT does not agree to the subsequent requirements for successful completion of CPD, as outlined by the CPD Committee, the RMT may be listed as having not completed the requirements of CPD, and registration with the AMTA may be rescinded.

If an RMT has a grievance over any aspect of CPD, they should contact the Chair of the CPD Committee in writing.