

CPD Requirement:

The requirement for CPD (excluding Supervision) is 30 points over 2 years divided between External Learning (skills and knowledge) and Personal Learning (personal development). How the points are divided depends on the length of time you have been in practice.

- a) **If less than 5 years practising: 30 points over 2 membership years January-December with your points earned as 28 for Skills and Knowledge and 2 for Personal Learning, plus your supervision sessions.**

Area	Number of points	
1 Skills and Knowledge	28	Compulsory minimum
2 Personal Learning (Excl Supervision)	2	Compulsory Minimum

- b) **If more than 5 years practising: 30 points over 2 membership years January-December with earned points of between at least 14 points and up to 28 points over 2 membership years January -December, provided that in Personal Development area 2 the points obtained total at least sufficient as to give a CPD (excluding supervision) total of 30 points, plus your supervision sessions**

The 5 years practising must be at least 5 years out of the last 7 years. Therapists who have taken a break and are considered to have not been in practise, and must therefore work to achieve the 5 years out of the last 7 criterion.

Area	Number of points	
1 Skills and Knowledge	14	Compulsory minimum
In Eithe Skills & Knowledge or Personal Development or a mix of both	14	Choice or mix of Areas
2 Personal development (Excl Supervision)	2	Compulsory Minimum

Area 1: Maintenance of knowledge and skills:

These can be earned through:

A) In house courses hosted by The CHPA. These will be known to The CHPA, and will earn CPD points as 7 points for each full day of the course.

OR

B) Allocation of points for external courses, including online courses, require that the course provider indicates the number of learning hours involved in the course, or the learning outcomes achieved (what you will have learned by the end of the course). The course provider must also issue a certificate of attendance/completion.

OR

C) Academic study on any formal learning program whether undergraduate or post graduate (Masters, Graduate Certificate, Graduate Diploma), including coursework and research programmes.

Points for B) and C)

CPD points will be allocated at 1 point per hour of the course length. However, all external courses you may wish to attend must be approved. Once a particular course has been approved, it will be published in the resource page of the website as a course acceptable for CPD points.

Approval procedure:

Approval of your intended course is recommended before you commence otherwise you run the risk of not having the course approved and not gaining CPD points for the work you've done. Once a course has been approved and published on the website CPD page, you need not seek approval for your own attendance. **The reason for approval is to allow The CHPA to allocate CPD points to the course.**

Submit to The CHPA a written outline of the course indicating:

- 1) the course content, - The title of the course will frequently be sufficient to indicate its content
- 2) length of course:
 - a) for one to three day courses - the total number of hours for the course
 - b) for courses which are provided over more than three days up to 12 months – a copy of the lecture/teaching attendance schedule laid out.
 - c) For courses longer than 12 months – a full synopsis of the multi-year programme showing the learning and lecture time required for each year.
- 3) By whom the course is being given, and what, if any, accreditations it claims.
- 4) A line or two explaining how the course will benefit your practice as a hypno/hypnopsychologist. E.g. “it will improve my knowledge of xx”, or “it will help my practise of xx”. If the course details are on a website then a simple way of doing 1-3 above is to give us a link to where the course details can be obtained, so you don't have to reproduce all its details. However, you must ensure that you provide a short assessment of how it'll help your practice.

Course providers may also submit their courses for approval as CPD events.

Verification:

For short courses delivered over a period of up to 12 months, certificates of attendance/completion must be provided with your membership renewal application.

For courses over 12 months long your claim for hours must be supported by documents such as official exam results at the end of each year on the teaching institute's headed paper (they often give transcripts of results each year), and then a final certificate on course completion.

Area 2: Your personal learning module (excluding Supervision)

Some ways of earning personal learning points

A) Reading professional publications. Reading articles, in both printed and online publications, and books, as well as watching relevant TV documentary presentations, is a valuable part of self development. Now you can gain CPD points for these activities. To gain points use the following procedure

Writing a review of the article, a book or a TV documentary. The review must provide:

a) For books: the title, the name of the author, the name of the publisher and year of publication.

For Articles the article title, the name of journal in which it was published, the issue and number of the journal edition, the date of the edition the page number in that edition on which the article appears. If it is an online article then you must give the website address of the article and the date on which you retrieved it from the web. Examples are given below.

For Documentary presentations, the programme title, the date of broadcast, and the station which broadcast the documentary.

b) A summary of what the article/book/documentary is about

c) A summary of what you have learned from the article/book/documentary and how what you have learned contributes to your role as a therapist.

Points will be given at 2 point for every article or book.

B) Practice-based research Projects

You can also earn points through undertaking or being part of research projects. The projects need to be pre-approved by The CHPA. To obtain approval submit a proposal giving:

a) the purpose of the study,

b) details of the method to be used

c) how this relates to your role as a hypno/hypnopsychotherapist

After the conduct of the research provide a report giving

c) the result of the research

d) the conclusions drawn from the results.

Points will be awarded at 3 points per project.

If it is pre approved by the CHPA your involvement in larger external research projects may attract more points.

AND/OR

D) Writing and publishing Articles.

Writing or publishing a journal or article can gain points if the article is approved by the CHPA as being relevant to your practise of hypno/hypnopsychotherapy, and the contents of the article are supported by appropriate references. To gain points a copy of the publication must be submitted.

As a guide to referencing your article or journal, when you reference your sources you should provide

The CHPA - A guide to Continuing Professional Development (Amended August 2018)

- i) For books: the title, the name of the author, the name of the publisher and year of publication.
- ii) For Articles the article title, the name of journal in which it was published, the issue and number of the journal edition, the date of the edition the page number in that edition on which the article appears. If it is an online article then you must give the website address of the article and the date on which you retrieved it from the web. Examples are given below. Points will be given at 3 point for every article or book under 100 pages of text (excludes indexes title pages etc.) and for larger books 1 point per 100 pages thereafter.

NOT ACCEPTABLE AS CPD EARNING PUBLICATIONS ARE personal blogs, twitter, facebook and other types of personal advertising tools.

Publication in The Newsletter of The CHPA will be accepted as publication, but will earn 2 points.

AND/OR

E) Active membership of professionally relevant committees and boards and working groups when verified in advance by The CHPA as being relevant to your role as a hypno/hypnopsychotherapist.

Points will be granted at 2 points per meeting.

Other Memberships

If you are a practising, paid up member of the Psychological Society of Ireland (PSI) or the Irish Council for Psychotherapy (ICP), meeting your supervision and CPD requirements for those organisations will be deemed to be sufficient for meeting your obligations for The CHPA, *provided you can provide evidence of having met those requirements.*

Important note regarding plagiarism.

All articles, books and other written material submitted for publication as having being written by

you must be original work. The use of other people's writing or ideas without proper reference and acknowledgement constitutes plagiarism, and is a serious ethical offence, as well as constituting breach of copyright, for which you will be liable when damages are sought by the original author.

In these days of universal access through the internet it would be extremely unwise to attempt to plagiarise anyone else's work (including that of your fellow members) since whatever you write can be accessible to all. Members who submit original written work for Cpd points consent to The CHPA having the right to submit such work received to external reviewers.

Format for submission.

Written work such as reviews can be sent to us by email to address education@chpa.ie. Your email should state that it is your review and that you wish to claim CPD points for it.

Published work must be submitted in material form. It will be returned to you. It is illegal to photocopy any publication since that is considered a breach of copyright. You must send the actual publication i.e. magazine or book etc. along with a letter claiming points for the publication. All material submitted to The CHPA will be returned once they have been verified.

Examples of referencing for your reviews and publications

Books:

Hypnotic Techniques George Gafner and Sonja Benson Norton & Company 2003

Printed Articles:

'One More Time: What is Supervision?'. M.Carroll, Psychotherapy in Australia, 13 (3): pps 34-37

Online Articles:

How to Start Breaking Your Worst Habit Today

Published by [Bill Knaus Ed.D.](#) on Aug 12, 2015 in [Science and Sensibility](#)

Retrieved 13/8/2015: <https://www.psychologytoday.com/blog/science-and-sensibility/201508/howstart-breaking-your-worst-habit-today>

SUPERVISION

Supervision points – 1 point per session provided the number of sessions meets or exceeds the required number of sessions per client hour as follows:

If you have fewer than 500 accumulated client hours then you must attend 1 session of supervision for every 20 client hours you have had during the year.

If you have over 500 accumulated client hours then you must attend a minimum of 4 sessions in the year. This may be varied by your Supervisor provided you have attended at least 1 session in the year

Your Supervision sessions must be documented, and we recommend you refer to our sample supervision documentation (on the website) to see what is recommended for you and for Supervisors.