

How does the CPD tracker work?

Each year, you are required to undertake 30 hours of CPD, including a least 10 hours related to your 'Current area of practice' and no more than 20 hours self-study. For more on current and other areas of practice, see the [APD Handbook](#).

The CPD tracker is a tool in the new system to help keep track of your CPD hours. It helps count your progress towards the required number of CPD hours as well as the percent of total CPD hours that are complete. It is found above your CPD log in the member portal.

There are several rules in place to ensure the tracker provides accurate information to you, as demonstrated below:

Figure 1: The total CPD hours will only start to accumulate when you have logged 10 hours of CPD related to your current area of practice. With no hours logged under 'Current area of practice', the total hours are still 0, despite 20 hours CPD logged under 'Other area of practice'.



Note: 29.5 hours of CPD will round up to reflect 30 hours in the tracker. 30 hours of Complimentary Professional Development is the minimum annual standard and you will be required to prove these hours if audited.

Figure 2: 15.5 hours of CPD logged as 'Current area of practice' is rounded up to 16 and reflected in the total hours and hours % complete

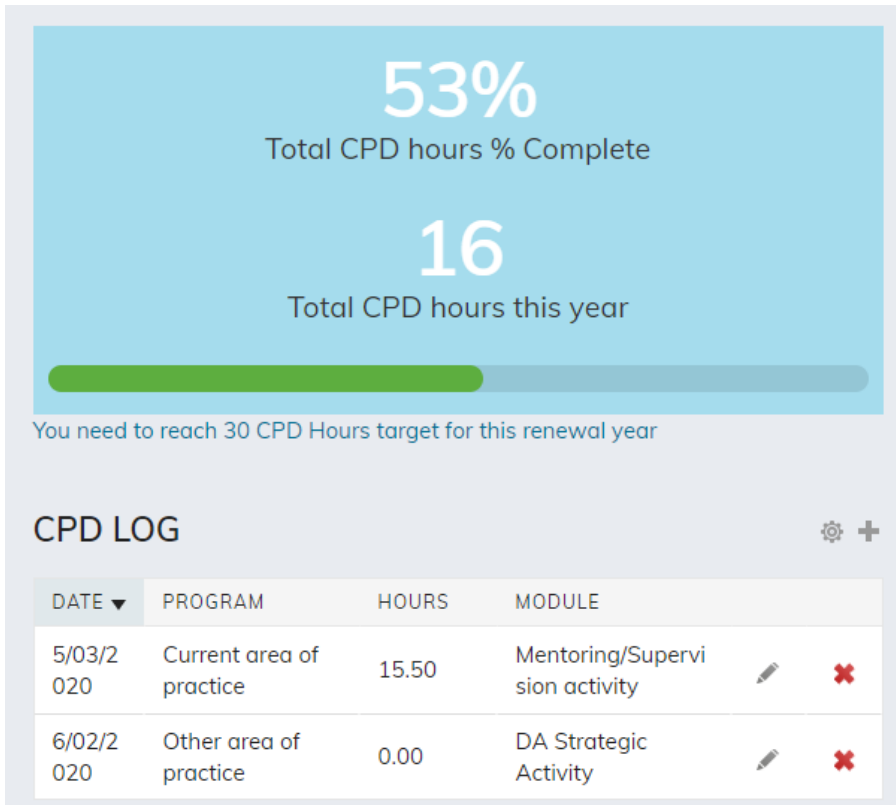


Figure 3: 'Other area of practice' hours are counted below, as the minimum of 10 hours 'Current area of practice' have been logged.

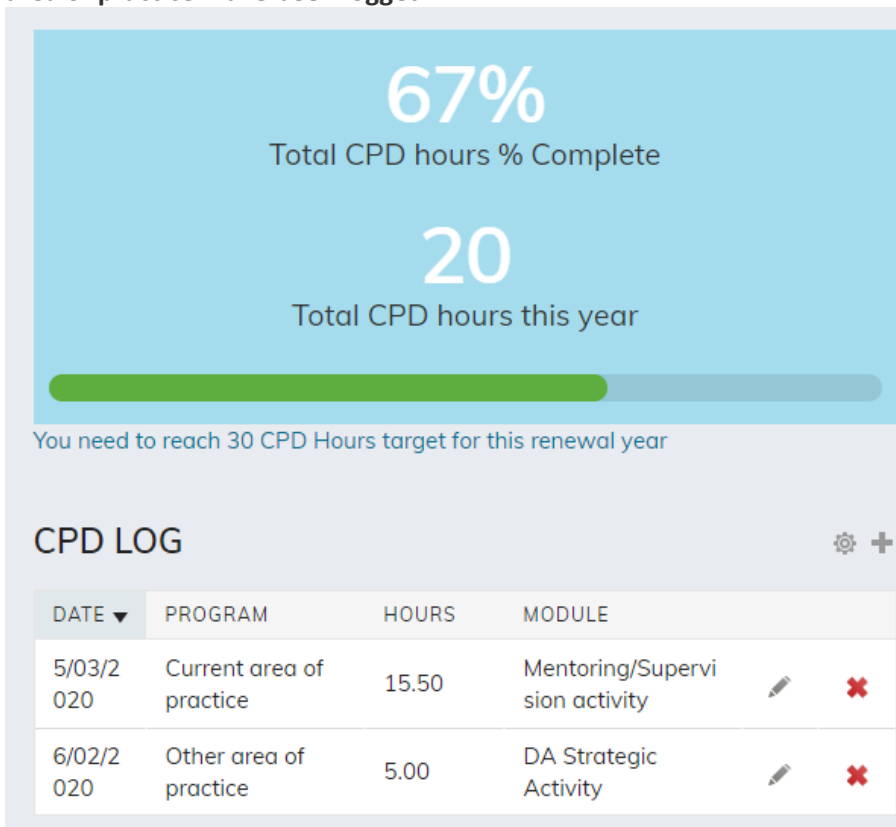


Figure 4: 'Other area of practice' hours have not been counted in the total CPD hours as the minimum 10 hours relating to 'Current area of practice' have not been logged.

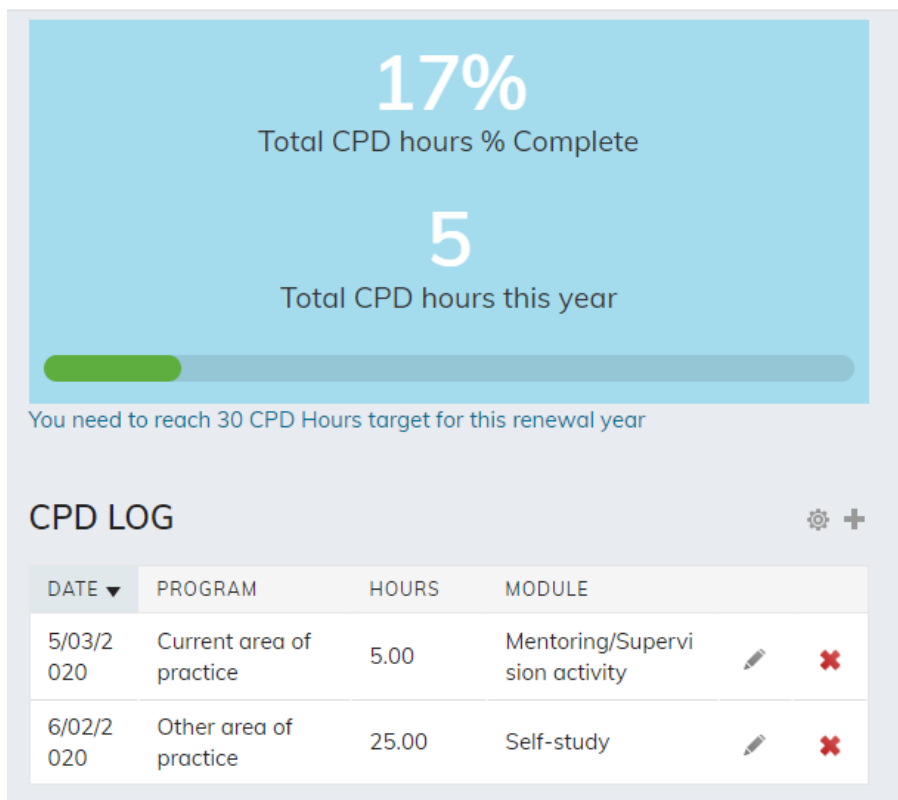


Figure 5: Only 20 hours of self-study are permitted each year, so this is the maximum reflected in the tracker even if more have been logged.



Figure 6: If you join through the year, pro-rata hours may be allocated to your log. The tracker is adjusted accordingly.

