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South African Professional Institute for Kinderkinetics
Suid-Afrikaanse Professionele Instituut vir Kinderkinetika
NPC Reg nr: 2015/047186/08



SAPIX

Continuing Professional Development (CPD) Audit Procedure

Updated November 2020

Adapted from the HPCSA CPD Guidelines

CPD AUDIT PROCEDURE

As from 2018, a practitioner can be selected for a CPD audit at any given time and he/she will be audited on the previous year's accumulated CPD points.

Selected practitioners will be obliged to submit the **CPD learning activity record form** and the **SAPIK CPD certificates** for the year in question within **one month** on receipt of the notification of being selected. The practitioner may submit the documentation electronically by making use of email or a drive storage system.

Practitioners who are non-compliant or do not submit their CPD audit documents, will have to pay a fine of R1000.00 and will then be provided with a six-month extension. This fine must be paid within 14 work days after notification. An additional R500.00 will accumulate every 14 days if the amount is past due. SAPIK members who are non-compliant or did not submit their documentation within the required time given to the member, will automatically be included in the following CPD audit call. The SAPIK CPD committee will randomly select individual practitioners for compliance checks every year. The sample size will depend on the number of practitioners on the register.