

076 301 7665 | 018 299 1878 | ✉ sapikinfo@gmail.com

South African Professional Institute for Kinderkinetics
Suid-Afrikaanse Professionale Instituut vir Kinderkinetika
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SAPIK

Continuing Professional Development Regulation of SAPIK

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GLOSSARY

Accreditors are an individual, group or institution appointed by the SAPIK Board to review and approve applications for presenting of CPD activities by organizations and individuals that are not classified as an accredited service provider; to monitor these activities; and to revise continuing professional development points allocated where the provider failed to comply with the rules and regulations of the CPD guidelines. The SAPIK Board and CPD committee may give their responsibility for accrediting service providers (Accredited registered SAPIK members) to an Accrerator. However, the Accrerator needs to agree to take the responsibility. The criteria and guidelines for Accrerator stipulate the rules and procedure for Accrerator (Appendix A).

Accredited Service Providers include specific higher education institutions and departments, professional associations or formally constituted professional interest groups who meet the specified criteria and have been accredited by the SAPIK Board / or its designated Accrerator to present learning activities for Continuing Professional Development.

Accredited learning activity is the Accredited Service Providers who present a learning activity that meets the criteria set out by the CPD Committee and the Accrerator.

Attendance register is the record of attendees at any form of learning activity, reflecting the names and signature of the SAPIK members present. (Signatures once off, at the end of the activity, regularly recurring, on completion of the series). These attendance lists must be sent to SAPIK after completion of the activity if certificate is not available.

Audit includes the evaluation of SAPIK members' CPD activities. Ten percent of the SAPIK members registered are chosen to submit their CPD activities for the previous year. The members are evaluated to make sure that they obtained 26 CPD points per year of which 20 points are accredited and 6 are ethics.

Compliance checks on a randomly selected sample of SAPIK members from every register are undertaken by the SAPIK CPD Committee. The SAPIK members should submit the information requested within the time period required.

Continuing Professional Development The members are required to complete Continuing Professional Development activities to gain knowledge and assure refreshing of relevant and new information.

Continuing Professional Development points are the value attached to a learning activity for Continuing Professional Development.

CPD Committee is made up of representatives from the SAPIK Board. They are responsible to develop policy proposals for Continuing Professional Development and to manage the CPD system of SAPIK.

Criteria and guidelines for Accredited service providers and SAPIK service providers (Appendix B) detail the criteria for and requirements of service providers (SAPIK members); the nature of the learning activities and the CPD points; the process to be followed to announce, present and record the activities.

Deferment is formal permission from the SAPIK CPD Committee to defer a practitioner from CPD requirements for a period of time, reasonably deferred by the Committee in response to an application. There are conditions for re-entry into practice and CPD.

Learning activity are the CPD activities for which Continuing Professional Development Points are earned. Learning activities consist of programmes, workshops, congresses, group discussions and educational activities with the intention to improve knowledge, skills and competence of practitioners.

Practitioner refers to a Kinderkineticist and Kinderkineticist practitioner.

Restoration after erasure takes place according to conditions that vary, depending upon the duration of the erasure. The SAPIK CPD Committee considers the application and may consult the SAPIK Board if necessary.

SAPIK accreditation team consists of the board members of the following portfolios: Practice forum, Ethics, CPD, Vice Presidents, President as well as the Immediate Past President.

SAPIK Service Providers are individuals/institutions/organisations that are members of SAPIK who are required to submit each of their learning activities to an accreditor for review and accreditation prior to presenting the CPD activity.

PREAMBLE

As a Kinderkineticist, you are required to an on-going commitment to update and develop the knowledge, skills and ethical attitudes that underpin a competent Kinderkinetics practice. This will assist in protecting the public interest and promotes the health of all members of the South African society. The Continuing Professional Development (CPD) system includes the maintaining and updating of professional competence to protect the public and to ensure the best possible service to the community. CPD should address the health, well-being and movement needs of children in the country.

To ensure the delivery of a good Kinderkinetics practice the following guidelines for CPD through continuing learning activities is provided for all members registered at the South African Professional Institute of Kinderkinetics (SAPIK).

Learning is structured in a hierarchy from traditional learning experiences such as attending of conferences and workshops through to completing structured courses and quality assurance audits of practices in their work environments. The hope is that Kinderkineticists will commit themselves to meet the requirements for continuing education and to believe that the benefits of continuous learning, personal- and professional development will have a positive outcome for their patient/client.

1. INTRODUCTION

The purpose of CPD is to assist practitioners to maintain and acquire new and updated levels of knowledge, skills and ethical attitudes that will be of benefit in their professional practice as well as enhance and promote professional integrity. The beneficiary will ultimately be the client. All registered SAPIK members are required to complete a series of Continuing Professional Development activities. These activities are called learning activities and aim to represent a hierarchy of learning approaches and strategies. A practitioner should complete CPD activities to meet their particular needs or the demands of their practice environment. The system will take the South African environment into consideration by approving a range of activities that will be relevant to their Kinderkinetics practice.

1.1 The CPD committee:

- Strive to have a consistent but flexible CPD system that will accommodate the diversity of the different learning activities being presented in the scope of practice of a Kinderkineticist.
- Facilitate continuing assessment of all practitioners registered with SAPIK;
- Deal with all CPD related applications as well as problems;
- Identify accredited learning activities together with accreditors, accredited service providers and the CPD accreditation team.

2. GENERAL

- The SAPIK CPD System will be administered and monitored by the **CPD Committee and the Vice-President of Academic and Training standards on the SAPIK Board with guidance from the President and Vice-President of Practice standards**
- A set of guidelines has been developed by the SAPIK CPD committee in consultation with the SAPIK Board members as well as the CPD accreditation team.

- A generic set of guidelines are followed to determine whether learning activities can be accredited. Accredited learning activities are identified by the SAPIK CPD committee and approved by the Accreditors and/or the CPD accreditation team if applicable.
- Existing accredited learning activities by the HPCSA, SACE, SAMA, and other professional boards in South Africa with accredited standards, are automatically approved by the SAPIK CPD committee if the activity is of benefit to Kinderkinetics. It is however possible that the CPD point allocation may differ and are communicated to the SAPIK members if necessary.
- **All practitioners** will have to attend CPD learning activities in order to obtain the required CPD points per year. They shall complete an attendance register for all their CPD activities or receive an attendance certificate by the service provider and send it to SAPIK for proof.

3. PROCESS

Kinderkineticists are required to complete CPD points for every 12-month period. The 12-month period starts from March to end of February the next year. All CPD points are accredited and no points will be allocated to learning activities which are not accredited by SAPIK, the HPCSA, SACE, SAMA, other professional boards ., and professional institutions. The CPD points obtained on a specific date are valid for the year it is obtained in. For example: If a learning activity has been completed on 12 March 2018 and 12 points has been received, the points will be valid up until February 2019. Or if a learning activity has been completed in October 2018 and 12 points has been received, the points will be valid up until February 2019. If a member manages to obtain all their CPD points by December of that year, their CPD points obtained in January and February of the next year may count for the next year's points. For example: if the member has 26 points for December 2018 the points obtained in January and February 2019 may count for the CPD points year of March 2019 to February 2020. If the member does not have the 26 points in December 2018, the points obtained in January and February 2019 counts for the points of March 2018 to February 2019. The number of CPD points to be accumulated per year by Kinderkineticists are stipulated below:

Learning activity	Minimum number of CPD points
Accredited	20
Ethics	6
Total	26

Take note: The Kinderkineticists 12 months for obtaining 26 points start from March 2018 or the first year of registration after 2018. This is the year the new updated CPD system start and will therefore be applicable from March 2018.

3.1 Kinderkineticist attending a learning activity

All Kinderkineticists attending a learning activity are obliged to have proof of attending the learning activity. Proof should either include a certificate of attendance or attendance form (S5a or S5b). It is the Kinderkineticists own responsibility to take an attendance form to the learning activity and ask the presenter to sign it. To receive your CPD certificate from SAPIK, the online CPD Application form should be completed with the attached proof of attendance. All SAPIK CPD certificates should be stored for the last three years. If no CPD Application form and attendance is received by SAPIK, then no CPD points will be allocated. If a member is sure that the learning activity is accredited by SAPIK they can attend the learning activity and only apply for CPD points after attendance using the CPD Application Form.

If the member attends a learning activity and they are unsure whether it is accredited by SAPIK they should complete the online **Learning Activity Accreditation** format least **one month** before the learning activity to receive feedback. If the member applies for CPD points after they have attended a learning activity and the learning activity is not accredited by SAPIK or do not fall within the scope of Kinderkinetics according to the CPD accreditation guidelines, SAPIK cannot be held responsible if the member do not receive CPD points.

3.2 CPD learning activity record form

Every Kinderkineticist shall maintain a record of their own learning activities and document the learning activities on the **SAPIK CPD learning activities record form**. It is the Kinderkineticists own responsibility to record the learning activities and keep it up to date. It is **NOT** the responsibility of **SAPIK** to keep record of your learning activities. This record form (available on the SAPIK website) together with the SAPIK CPD certificates should be kept safe for the previous three years and be submitted should the Kinderkineticist be randomly selected for an audit. The CPD learning activity record form includes the following:

- (i) Name and registration number of the Kinderkineticist.
- (ii) Name of organization presenting the learning activity.
- (iii) The name of the learning activity.
- (iv) The number of CPD points.
- (v) The number of ethics points if any.
- (vi) The attendance / completion date.

3.3 Selection of audit

From 2018 a practitioner can be selected for an audit at any given time and will be audited on the previous year. Selected practitioners will be obliged to submit the CPD learning activity record form and the CPD SAPIK certificates within **one month** on receipt of 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 documents, will have to pay a fine of R1000 and will then be provided with a six-month extension. This fine must be paid within 14 work days after notification. An additional R500 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 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.

3.4 CPD points internationally

When practitioners attend an accredited professional or academic meeting or learning activity internationally, it will be recognized for CPD purposes provided if it falls within the scope of Kinderkinetics. The practitioner should apply for CPD points and the CPD points will be determined by the CPD accreditation team which includes members of the SAPIK Board. These members consist of one member from the practice portfolio, one member from the ethics portfolio, one member from the training portfolio, the chairman of the CPD portfolio, two vice presidents, president and the immediate past president.

3.5 Non accredited learning activity

In the case where a learning activity is presented by an organization or institution but the learning activity is not accredited by SAPIK, the HPCSA or other known professional institutions or boards. The member is allowed to apply for points using the Learning Activity Accreditation form online (one month before the activity) where the CPD accreditation team will evaluate this workshop according an accreditation criterion and make the final decision whether this learning activity could be accredited and what the point allocation will be. A learning activity must be recognized by a South African board if it is not accredited. A learning activity should however be a minimum of 5 hours except if a well accessed workshop and otherwise indicated by the CPD accreditation team. The learning activity should include interactive attendance. If the learning activity is accredited it will be added to the CPD learning activity list.

3.6 CPD learning activities

Obtaining a Qualification as a Kinderkineticist, registered at SAPIK and certification as a Kinderkineticist does not guarantee that an individual's proficiency will be maintained for the rest of his/her professional life as learning is an ongoing event. The acquisition of new knowledge and skills for this field is advancing constantly and this new knowledge is not easily communicated to practitioners. CPD therefore provides the medium for practitioners to acquire new knowledge and skills as well as maintain a core level of competence in the Kinderkinetics field. Every registered practitioner will be required to accumulate **26 CPD points** per 12-month period from March to

February the next year. It is a requirement that members should obtain a minimum of 6 CPD's for ethical learning activities per year and 20 accredited CPD's. Practitioners who register for the first time as a Kinderkineticist will commence with his or her CPD programme immediately for that year. Practitioners who are not currently in a practice are required to comply with CPD requirements, unless deferment is approved. Only accredited learning activities can be submitted for CPD points. Practitioners can obtain CPD points by completing the following activities:

3.6.1 Presenting an accredited learning activity

The presentation of learning activities may only be presented by Accredited Service Providers and SAPIK Service Providers. Learning Activities are activities of an individual/organisation with the intention to improve knowledge, skills and competence of practitioners. Activities should consist of a predetermined purpose. Learning activities are also known as workshops, programmes, presentations or conferences. If members of SAPIK present learning activities without being selected or allocated as a SAPIK Service Provider, the member presenting and members attending the learning activity will not receive CPD points. Furthermore, SAPIK is safeguarded / indemnified if a learning activity is presented without approval from SAPIK. It is the members own responsibility if a complaint is made by other institutions and SAPIK take no accountability.

Accredited Service Providers

Accredited Service Providers include:

- specific higher education institutions and departments;
- professional associations; or
- formally constituted professional interest groups who meet the specified criteria and have been accredited by SAPIK as an Accreditor to present learning activities for Continuing Professional Development.

The Accredited Service Providers are required to apply every year on Form S7 to the SAPIK CPD committee to be formally accredited to offer CPD activities.

SAPIK Service Providers

All SAPIK members (who are not Accredited Service Providers) and wish to be a SAPIK Service Provider and present CPD activities, must submit an application form S7 (a) for accreditation of each CPD activity, as well as all the relevant documentation and fees to the CPD accreditation team as well as the Accreditor if required.

The criteria and guidelines for Accredited Service Providers and SAPIK Service Providers will explain the procedure to follow (Appendix B).

3.6.2 Attending, presenting or hosting accredited group learning activities

Practitioners presenting or hosting the accredited group activities should follow the SAPIK Service Provider application process. Attending or presenting a group discussion without an accredited approval by SAPIK cannot obtain CPD points. A minimum of 6 practitioners should attend these group sessions. The group sessions should be advertised to all Kinderkinetics practitioners. Group discussions include:

- Case studies with a minimum of three meetings per year.
- Interest group meetings with a minimum of three meetings per year.

3.6.3 Publishing in journals, books, magazines and presenting on TV-shows

Publishing an article in a peer reviewed journal is acceptable without sending it through to SAPIK for approval. Publishing in a book or magazine should first be approved by the SAPIK Board before it is published in order to ensure that relevant information is in accordance to the scope of practice of Kinderkinetics. If a member wants to contribute to a popular magazine (ex. YOU), send the invite as well as the content which will appear in the magazine to SAPIK. The time frames for this kind of request are usually urgent and in short notice so this approval needs to be obtained as soon as possible. The same procedure will occur if a tv-show or radio discussion is arranged. SAPIK need to receive the content before the presentation in order to insure the content is

relevant and accurate. If SAPIK has only be notified after the presentation of discussion, no CPD points will be allocated.

3.6.4 Attending learning activities accredited by the HPCSA, professional boards and SAPIK

SAPIK together with the CPD committee provide a list of accredited learning activities to the SAPIK members. SAPIK will accredit more learning activities in the future and will inform the members of these new accredited learning activities. A learning activity identified by the HPCSA and other professional boards as an accredited learning activity also fall under accredited learning activities at SAPIK, if it falls within the scope of practice of Kinderkinetics. This will be determined by the CPD committee and accreditation team. If the learning activity is not an accredited activity the member cannot earn points. However, applications may be handed in to determine if the learning activity should be accredited by SAPIK. An accredited learning activity are activities which are presented by certain boards, congresses/conferences, accredited service providers, SAPIK service providers and institutions which are approved as a qualitative learning activity and considered by the CPD committee, SAPIK Board members and Accreditors if applicable and include the Scope of practice of Kinderkinetics. To determine if the learning activity you wish to attend falls within the scope of Kinderkinetics or to determine if the learning activity should be accredited by SAPIK the member must apply online using the Learning Activity Accreditation form.

The amount of points that can be earned will be available when the learning activity is advertised. Inquiries can also be sent to SAPIK with regard to the amount of accredited CPD points that can be earned. SAPIK should be informed of the learning activity by completing the online application form. Attendance (S5 a/b) of the activity or attendance certificate should be send to SAPIK in order to receive the SAPIK CPD certification. If an attendance certificate is handed to the member after the workshop, the certificate can be used as proof of attendance and the S5a/b do not have to be completed. SAPIK prefer to receive the application a month before attending the learning activity. If the application is received after the learning activity is attended, it is

not guaranteed that the member will receive the CPD points except if the learning activity is relevant to Kinderkinetics and accredited. If this procedure is not followed there will be **no** CPD points allocated to the member. A confirmation certificate of SAPIK indicating the number of CPD points that are rewarded will then be send to the member. CPD point allocation is as follows:

- If it is a SAPIK accredited learning activity the member will receive 1 point per hour unless otherwise specified. Not exceeding 8 points per day.
- If HPCSA or other professional boards accredited learning activity the member will receive the allocated CPD points as indicated on the advertisement unless otherwise specified by the SAPIK accreditation team.
- If it is an accredited learning activity that has been accredited by an accreditor, the accreditor will determine the point allocation.

3.6.5 Attending Ethical Learning Activities

Ethical learning activities include workshops or articles with regard to ethical aspects in a practice. Workshops are presented by various organisations and provide broad information with regard to consent, safety and legal working environments. Many ethical workshops are also accredited workshops but will not qualify for accredited learning activity CPD points. These workshops fall under ethical learning activities. Some workshops will include accredited and ethical points which will be divided accordingly.

SAPIK should be informed of the learning activity by completing the online CPD application form. The attendance of the activity should be submitted to SAPIK after the learning activity. If the application is received after the learning activity is attended, it is not guaranteed that the member will receive the CPD points except if the learning activity is relevant to Kinderkinetics. If this procedure is not followed there will be **no** CPD points allocated to the member. A confirmation certificate of SAPIK indicating the number of CPD points that are rewarded will then be sent to the member. CPD point allocation is as follows:

- If an ethics HPCSA accredited learning activity is attended the member will receive

the allocated CPD points as indicated on the advertisement.

- If it is an ethics learning activity that has been accredited by an accreditor, the accreditor will determine the point allocation.
- A minimum of **6 points** should be earned per year.

3.6.6 Completing individual learning:

Individual learning consists of reading scientific, peer reviewed articles and completing of questions with regard to the article. The article will be provided by SAPIK and is of high standard which means that it should satisfy specific scientific criteria and should be of an advantage to Kinderkinetics. The training and ethics SAPIK members of the board, together with the CPD committee will identify suitable articles. These articles will be set up, with necessary questions to be answered, by an academic lecturer. The opportunity will be presented on the website. Members who want to complete the opportunity then inform SAPIK and send proof of payment of the allocated amount per article. Take note that the price of the article is subject to change. The article, questions and submission date will be available on the website. One article opportunity and one ethical opportunity will be available three times a year. One article will assist in obtaining accredited points and one article will assist in obtaining ethical points. The completed answers, proof of payment and a plagiarism declaration form available on the SAPIK website should be sent to SAPIK before the cut-off date. No articles will be accepted after the cut-off date or if one of these documents are not submitted. The articles are then marked by the Vice-President of Academic and Training. The marker has three months to mark and the members will receive feedback after the three months. The pass rate for an article is 80%. If a member did not obtain 80% he or she will receive a letter from SAPIK which provide the learner one week to submit the answers to the questions that was wrong. The member will then receive his or her SAPIK certificate if the 80% has been obtained. If the member does not respond within one week, the member will not receive their points.

Note:SAPIK communicates these article opportunities, as well as, the cost of the articles via email and on the SAPIK website. The date of completion is also

communicated. No permissions are made for articles submitted after the specific dates, even if a member contacts SAPIK directly to make a special request. SAPIK will not allow any late entries.

Completed studies and diplomas after obtaining a Kinderkinetics degree also earn points if it is of benefit to Kinderkinetics. Complete the online application form to apply for CPD points in this category. The proof of the qualification that was obtained should be attached together with the application to earn points.

3.7 Learning activities and CPD allocation

ACTIVITY	CPD ACCREDITED POINTS
HPCSA/professional boards or other national/international accredited learning activities within the scope of Kinderkinetics and approved by	Determined by the HPCSA/national/international boards
SAPIK accredited learning activity	Determined by CPD accredited committee / accreditors / HPCSA
Principal author of peer reviewed article	5
Co-author/s of a peer reviewed article	3
Speaker at national and international congress	10
Poster at a congress	5
Attendance at national and international congress	8 per day unless otherwise specified by HPCSA
Presenter of SAPIK accredited learning activity	2 points per hour not exceeding 16 points a day.
Co-presenter of SAPIK accredited learning activity	1 point per hour not exceeding 8 points a day
All learning material (which include DVD, CD, internet or email activities)	Determined by the CPD accreditation committee / HPCSA

Internal / External examiner of Masters and/ or Doctoral thesis	5 per thesis
Reviewers of practice audit or CPD audit	3 ethics per practice / 3 ethics per audit session
SAPIK accredited articles	2 per article
SAPIK accredited ethics article or document	2 per article
Group discussions should adhere to the rules stipulated at 3.6.2. These activities should be ongoing or have a measurable outcome	3 per meeting
Postgraduate degrees, diplomas and certificates recognized as additional qualifications and can be used in the scope of Kinderkinetics	10 CPD's per year
SAPIK annual year meeting	4
SAPIK Board member meetings	2
SAPIK committees as determined by SAPIK Board members of that specific portfolio	Up to 5 accredited per year
Publication in an educational newsletter (500-1000 words). Only if approved by SAPIK	2
Newsletter for SAPIK members (500-1000 words). Only if approved by SAPIK and sent to SAPIK members for distribution	2
Radio and TV approved interviews	1 per hour
SAPIK hosted annual year workshop unless otherwise determined by the CPD accreditation team	1 point per hour

3.8. Activities that do not qualify for CPD points

The following activities will not qualify for CPD points:

- Teaching of undergraduate and postgraduate students, and examining tests, assignments and exam papers, will not be accredited if it falls in the practitioner/lecturers' job description;
- Time spent in planning, organising or facilitating any activity;
- Published congress proceedings;

- Non-reviewed letters to the Editor of accredited journals;
- Daily practical rounds to supervise the practitioners working for you;
- Written assignments by students;
- Compilation of student training manuals for internal use;
- Giving a tour of own practice to parents or teachers;
- In service training discussions within a practice;
- Meetings and presentations arranged for the purpose of marketing and/ or promoting products

4. NON COMPLIANCE

The CPD Committee will investigate the reasons for non-compliance within an audit or request for extension. A period of six months' extension will be provided where they can attempt to be compliant. After six months, if still not compliant the names of non-compliant practitioners will be sent to the SAPIK Board. The following actions may be taken:

- Should the practitioner not comply the member will be required to pay a fine and still complete the acquired points within the next three months.
- Should the practitioner still not comply with the CPD requirements after the three-month period, one of the following actions will be taken:
 - A remedial programme of continuing education and training as specified by the SAPIK Board;
 - An examination as determined by the SAPIK Board. The board will determine if a theoretical or practical examination shall be completed. The SAPIK Board will also determine the pass rate;
 - Suspension from the register for a period of time as determined by the SAPIK Board; or working under supervision at own practice.
 - Any other action considered as relevant as recommended by the SAPIK Board.

5. DEFERMENT

Practitioners may apply for deferment of CPD and the SAPIK CPD Committee will review such applications individually taken into consideration the merit of each application. The application should be motivated with appropriate

evidence/documentation. The SAPIK CPD committee will send a letter to the relative member to inform him or her whether deferment is approved or not. A practitioner will not receive deferment if he or she does not inform the SAPIK CPD Committee.

5.1 Deferment may be granted in the case of:

- (i) a practitioner who is outside South Africa for a period of time exceeding 12 months and is not practicing as a Kinderkineticist;
- (ii) a practitioner who is outside of South Africa and practicing in a country where formal continuing professional development does not take place, however relevant proof is required and the CPD committee will be very strict with regard to this decision;
- (iii) a practitioner who is registered for an additional/other full time qualification with no involvement in Kinderkinetics other than their full time studies that will take more than two years to complete and who will subsequently not be able to claim CPD points. The deferment will not be granted for members for a period less than 12 months.

5.2 When a member wants to re-enter the system after deferment he/she will be subject to the following conditions:

- If deferment was granted for more than 12 months but less than two years, the member will be allowed to recommence the CPD year immediately;
- If deferment was granted for more than two years but less than three years, the member must submit proof of his/her employment during that time and the member will, based on the recommendation of the CPD Committee, be required to complete a period of supervised practice as determined by the SAPIK Board and will recommence the CPD year immediately.
- If deferment was granted for longer than three years and the practitioner did not practice Kinderkinetics during the deferment period, he/she will be required to complete a period of supervised practice as determined by the SAPIK Board.
- If deferment was granted because the practitioner was engaged in full time formal education and training for an additional/other qualification, CPD points will be allocated for obtaining the indicated additional qualification if it is relevant to

Kinderkinetics. Proof of the additional qualification must be supplied to the CPD Committee and the member will recommence the CPD year immediately. Please see point 3.6 on how the practitioner then must improve his/her individual learning.

6. RETIREMENT AND ILLNESS

Deferment will not be granted to members who retire at any age or who are not practicing due to ill health for a period less than a month. They will be exempted from complying with CPD and if they want to apply to return to the register, the application must be submitted to the SAPIK CPD Committee who will in conjunction with the training committee of the SAPIK Board, decide on the conditions for registration, which may be any or all of the following:

- (i) passing a SAPIK Board examination;
- (ii) working under supervised practice; and
- (iii) collecting at least one year's total CPD points.

In the case of a member still practicing as a Kinderkineticist but who is pregnant the following will occur:

- The member will receive four months' deferment after the baby is born. Deferment will occur the same time the practitioner has maternity leave. They will therefore only need to obtain 15 CPD points for the year in question instead of 26 points. Of the 15 CPD points, six points **must be** ethics points.

7. VOLUNTARY REMOVAL FROM REGISTER: DE-REGISTRATION

A practitioner must apply in writing to SAPIK before the last day of February for voluntary removal of his/her name from the register. If a practitioner's name is voluntarily removed from the register, the following will apply on request for a reinstatement:

- If a person requests reinstatement following a period of one to three years, a written and clinical examination in relevant areas of Kinderkinetics may be recommended.
- If a person requests reinstatement after a period of three years, a period of supervised practice as determined by the SAPIK Board will be required as well as a written and clinical examination as determined by the SAPIK Board will be

conducted in relevant areas of practice.

- If a person who was employed in another country and has been registered with an acceptable other Professional Board or an equivalent licensing institution/body in that country and has complied with the CPD requirements of that institution/body he/she may apply for the reinstatement of his/her name by submitting proof of that registration and compliance with the CPD of that country/institution/body. He/she will then be reinstated by means of the same procedure that is followed as explained by bullet one after assessing his/her shortcomings.

8. RESTORATION AFTER ERASURE

When a practitioners' name has been erased from the register for more than a year but not exceeding two years, without voluntary removal, an application for restoration must be submitted to SAPIK who will request the training and CPD committee of SAPIK for a resolution, which may be any or all of the following:

- (i) passing a Professional Board examination;
- (ii) working under supervised practice; and

When a practitioner's name has been erased from the register for three years or more the application must be submitted to the SAPIK CPD Committee for a recommendation to the SAPIK Board for resolution.

APPENDIX A: CRITERIA AND GUIDELINES FOR ACCREDITORS

1. ACCREDITORS

Accreditors are an individual, group or institution appointed by the SAPIK Board to review and approve applications for presenting of CPD activities by organizations and individuals that are not classified as an accredited service provider; to monitor these activities; and to revise continuing professional development points allocated where the provider failed to comply with the rules and regulations of the CPD guidelines. The SAPIK Board and CPD committee may give their responsibility for accrediting SAPIK service providers to an Accreditor. However, the Accreditor needs to agree to take the responsibility.

The accreditors who have been approved by the SAPIK Board will continue to function for the duration of the Board's term of office. Potential Accreditors should apply using the S9 form to the SAPIK Board for registration as an Accreditor. The SAPIK Board will review the existing Accreditors during their first year of office and appoint new Accreditors or re-appoint the existing Accreditors for a further period of three years.

2. ROLE OF ACCREDITOR

- (i) Review applications for:
 - accreditation of accredited service providers if the task was delegated to them;
 - for presentation by SAPIK service providers wishing to offer CPD activities.
- (ii) Monitor compliance with the guidelines.
- (iii) Revise continuing professional development points allocated where the provider failed to comply with the rules and regulations of the SAPIK CPD System.
- (iv) Review Accredited Service Providers and submit a report to the SAPIK CPD Committee noting whether the following was adhered to:
 - a list of all activities during the year was provided; relevance of activities to the field of practice;
 - has an activity been presented more than once to the same audience; and
 - any problems experienced.
- (v) Investigate complaints against Accredited Service Providers.

(vi) Submit accredited CPD activities to SAPIK for uploading on the website.

3. APPLICATIONS FOR ACCREDITOR STATUS

Applications for accreditor status should be submitted to the SAPIK Board (Form S9). After the election of new board members, the SAPIK Board will, within the first year, review the existing Accreditors and appoint new Accreditors or re-appoint the existing Accreditors for a further period of three years.

4. BODIES QUALIFYING FOR ACCREDITOR STATUS

- Tertiary institutions involved in Kinderkinetics and Health Science education,
- Education committees of Professional Boards, and
- *Bona fide* professional associations (excluding associations primarily involved with managed care).

5. INFRASTRUCTURE OF AN ACCREDITOR

The appropriate infrastructure must be provided by an Accreditor to facilitate proper functioning and administration of records. This infrastructure includes:

- Access to the internet;
- Computer with database;
- E-mail;
- Dedicated administrative support.

6. ACCREDITATION COMMITTEE

The Accreditor should establish a designated Accreditation Committee to facilitate good authority and accountability. A record of all applications received, as well as their outcomes and a record of the minutes of all Accreditor Committee Meetings is to be kept for at least three years.

7. STRAIGHTFORWARD APPLICATIONS

In the case where discussion is not necessary, the CPD points allocated by the designated person will be noted formally by the Committee at its next regular meeting. However, the accreditor must ensure that the proposed activity is free of undesirable

commercial influence. Therefore, the proposed activity should be ethically acceptable, of educational value, should provide a balanced view and must not be unduly promotional.

8. PROBLEM APPLICATIONS

In the case of contentious or problematic applications where the designated committee cannot reach a decision (or in the case of an appeal by the provider), such an application, with supporting documentation, should be referred to the SAPIK CPD Committee.

9. CONFLICT OF INTEREST

Where an Accreditor stands to gain financially from recommending an application for approval, in order to avoid conflict of interest, such application should be referred to an independent Accreditor for review. This would exclude formal course material in the case of Universities or Institutes of Technology, and short courses/CPD activities approved by an independent quality assurance committee within the institution or organization.

10. QUALITY ASSURANCE CHECKS

The SAPIK CPD Committee may randomly conduct quality assurance checks of Accreditors. Accreditor status may be reviewed and/or revoked after such quality check(s) or should any critical incident be brought to SAPIK's attention.

11. COMPLAINTS AND PROBLEMS

Problems encountered, or complaints received regarding the handling of CPD activities, quality of the lectures, attendance control, issuing of certificates, commercial aims, etc., should be referred to the SAPIK CPD Committee.

12. INFORMATION FOR ACCREDITORS PERTAINING TO CPD ALLOCATION

- (i) Each Accreditor must keep a record of the following information about each activity to be presented for Continuing Professional Development purposes:
 - Name and number of the accredited service provider who presented the activity;
 - The topic of the activity;

- The category and section of the activity;
 - The number of CPD points for the activity;
 - The dates (start-finish) the activity was presented;
 - An attendance record that will reflect the SAPIK members' names of all the attendees; and
 - The programme of the activity/application for mentoring and supervision, to enable the SAPIK Board to carry out quality control procedures.
- (ii) Accreditors must have a record keeping system where all records described in point (i) will be kept for a period of three years after the activity was presented / completed.

13. GUIDELINES FOR ALLOCATION OF CPD POINTS

- Accreditors should obtain programmes for all activities where applicable. The programmes should be filed with the complete record of each activity.
- Accreditors must have complete records of all activities before the activity takes place.
- Accreditors must request that providers present certificates of attendance to attendees at the end of a once off activity or an activity that will be presented in one day.
- Individual applications or mentoring and supervision must be handed in to an Accreditor before an accreditation number may be allocated. The Accreditor must file this application with the completed record of the activity.
- Quality assurance should be performed.

APPENDIX B: CRITERIA AND GUIDELINES FOR SERVICE PROVIDERS

1. SERVICE PROVIDERS

There are two broad categories of service providers:

- Accredited Service Providers
- SAPIK Service Providers

Both groups of Service providers offer CPD learning activities to practitioners. While there are different criteria and application processes for each, there are similar roles and responsibilities.

Accredited Service Providers are any one of the following:	SAPIK Service Providers are any one of the following:
<ul style="list-style-type: none"> • Tertiary training institutions. • Professional associations. • Formally constituted professional interest groups that have professional identity and are aligned with a training institution, a professional association or an international institution. 	<ul style="list-style-type: none"> • Organisations and associations under accredited service providers; but who choose not to apply for accredited provider status. • Individual SAPIK members.

1.1 Accreditation of CPD learning activities

Accredited Service Providers	SAPIK Service Providers
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Accredited by the Board or its designated Accreditor to present an annual programme of CPD learning activities.	Required to submit each learning activity to an accreditor (appointed by the relevant Professional Board) or the CPD committee for review and accreditation prior to presenting the CPD activity.
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1.2 Accreditation period

Accredited Service Providers	SAPIK Service Providers
Accredited Service Provider status is valid for one year.	Each activity is only valid for the period indicated by the Accreditor or CPD committee.

2. ROLES AND RESPONSIBILITIES

2.1 Before the CPD learning activity is presented:

- Before the presentation of an activity the Accredited Service Provider / SAPIK Service Provider shall compile the following information/documents for each CPD activity to the CPD committee that will be presented:
 - Name and number of the Accredited Service Provider that will present the activity;
 - The topic of the activity;
 - Category of the activity;
 - The number of CPD points that have been allocated for the activity;
 - The dates (commencement and completion) of the activity;
 - The protocol for attendees to formally evaluate the learning from the CPD event and the potential influence on their performance. Evaluation should focus beyond the aesthetics, comfort, convenience or ambience of the venue, with more emphasis on improving quality of care and patient outcomes.

- A template of the attendance certificate to be issued to attendees on completion of the activity.
 - An attendance record that reflects the names and SAPIK registration numbers of all of the attendees (from commencement to completion of the activity).
 - Where relevant, the programme of the activity/application for mentoring and supervision.
- Accredited Service Providers and SAPIK Service Providers are required to make the proposed activity public together with its CPD points. The proposed activity should be made public at least 2 months before the activity is presented.

2.2 At the time of the CPD activity:

- The activity should take place as advertised.
- Attendees shall be provided with the opportunity to formally evaluate the learning from the CPD event and the potential influence on their performance.
- The Accredited Service Provider / SAPIK Service Provider shall issue an attendance certificate to all practitioners who attended the CPD activity /or on completion of a series of events. If these are not available on the day/on completion of the event the certificate/s should be sent to attendees **within one month**.
- The attendance certificate shall contain the following information:
 - The accreditation and activity number (The accreditation SAPIK Board specific identification);
 - The topic of the activity;
 - The category of the activity;
 - The number of CPD points for that activity;
 - The attendance/completion date; and
 - The name and SAPIK registration number of the SAPIK Member.
- The Accredited Service Provider / SAPIK Service Provider shall keep a record that reflects attendance at the entire event / completion of activity and should retain these **for a period of three years after the activity** as these may be required in a compliance audit.

2.3 After the CPD learning activity:

- The Accredited Service Provider / SAPIK Service Provider shall keep record and will be held for a period of three years after the activity has been presented / completed.
- A list of attendees will be sent to the CPD committee as well as a reflection (S4 form) on how the learning activity was experienced by the Accredited Service Provider / SAPIK Service provider. The reflection and attendance must be sent within a month after presentation. After the reflection has been received, the presenter, if a SAPIK member, will receive 1 CPD point per hour for presenting.
- Accredited Service Providers shall submit, on a monthly basis, a list of CPD activities that will be presented to the CPD Committee.
- Accredited Service Providers shall submit annually, to the SAPIK Board or its designated Accreditor, the following information with regard to the CPD activities presented in the previous year:
 - A list of all activities presented/completed;
 - An indication of the potential for the learning activity to enhance professional performance.

Extension of accredited service provider status will not be considered in the absence of this report.

3. APPLICATION PROCESS

The Accredited Service Providers and SAPIK Service Providers must complete an application form (S7/S7(a), and submit the required documentation and fees when requesting accreditation. To apply you need to pay an administration amount of R250 (price may change) to SAPIK for your application. A quote will be sent thereafter to indicate the amount it will cost to accredit the members' learning activity. The application process is described and compared where necessary to facilitate clarity:

Accredited Service Providers	SAPIK Service Providers
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Application Form	
Submit an application on Form S7 to the CPD committee. They will submit the application to Accreditor if applicable.	Submit an application on Form S7a to the CPD committee. They will submit the application to Accreditor if applicable.
Application Form Requirements	
<ul style="list-style-type: none"> • The name of the Department/s, Discipline/s, Unit/s, Division/s or Branch/es within the organisation that will offer CPD; • The name and professional qualification/s of the Manager or Chairperson of that Department, Discipline, Unit, Division, or Branch; • The contact telephone number or e-mail address of this person <p>Note: Individuals who wish to offer CPD activities and are not part of an institution or organization do not need to submit this information</p>	
Documentation that must accompany application.	
All CPD providers must provide supporting evidence of/for:	
1. Administrative support	
<ul style="list-style-type: none"> • Dedicated, contactable administrative support and name and contact details of this person; • A CPD coordinator, contactable by telephone, fax, email. 	
2. Presentation facilities	
<ul style="list-style-type: none"> • Facilities for presentation of CPD, such as: lecture, seminar, breakaway rooms; computers, internet access, e-mail; data and overhead projectors; copier. 	
3. CPD learning programme	
<ul style="list-style-type: none"> • A broad outline of the programme for the forthcoming year; • The names and qualifications of the presenters of CPD activities and the topics, are to be submitted on finalisation/completion of the programme. <p>Note: not required for individuals who offer once off activities.</p>	
4. Professional capacity to offer CPD learning activities	
Accredited Service Providers	SAPIK Service Providers

<p>Training institutions must provide evidence of:</p> <ul style="list-style-type: none"> • Department/s, Discipline/s or Unit/s capacity to deliver CPD through full-time or part-time members of staff. 	<p>Organizations must provide evidence of:</p> <ul style="list-style-type: none"> • Proven knowledge and skills to provide activities in the relevant area of CPD. • A reference from a training institution/ professional association in support of the application (this should reflect the relevance of the activities that will be provided, an indication of the code of conduct that guides and informs the organisation’s business practices, the professional and ethical reputation of the organisation and its principles).
<p>Professional Associations must provide evidence of:</p> <ul style="list-style-type: none"> • National, branch/es or committee/s that has/have the capacity to deliver CPD through members who have proven knowledge and skills in the relevant field and are in good standing in the association. 	<p>Individuals must provide:</p> <ul style="list-style-type: none"> • A certified copy of their SAPIK registration certificate (or other relevant statutory council e.g. Learn to Swim instructor); • A certified copy of their qualifications; • An indication that they are currently in practice related to the health services (clinical, teaching, research or management) and has been active in these contexts for at least three consecutive years.

<p>Formally Constituted Professional Interest Group must provide evidence of:</p> <ul style="list-style-type: none"> • Affiliation with a professionally recognized institute, organization and/or association; • Branch/es or committee/s that has/have the capacity to deliver CPD through members who have proven knowledge and skills in the relevant field and are in good standing in the group. 	
<p>5. Attendance documents</p>	
<ul style="list-style-type: none"> • Template for the certificates of attendance that will be provided on completion of the activity (Form S 8). • A copy of the attendance register that will be used to record attendance (Form S5a & S5b). 	
<p>6. Fees that will be charged for the CPD activity</p>	
<ul style="list-style-type: none"> • The fees that will be levied for CPD activities. 	
<p style="text-align: center;">Frequency of Application</p>	
<p>Annual submission for re-accreditation</p>	<p>Each new activity is submitted</p>
<p style="text-align: center;">Outcome of the Accreditation Process</p>	
<p>Accredited Service Providers will be allocated a Service Provider specific identification number linked to the relevant presentation.</p>	<p>The SAPIK Service Provider will be allocated a SAPIK Board specific activity number, which should appear on the documentation for the particular activity.</p>
<p>7. Evaluation of CPD activity</p>	
<ul style="list-style-type: none"> • An indication of the method for the formal evaluation of all CPD activities, in which attendees are given the opportunity to formally evaluate the learning from the CPD activity. Evaluation should focus beyond the aesthetics, comfort, convenience or ambience of the venue with more emphasis on improving quality of care and patient outcomes. 	

4. QUALITY CONTROL BY ACCREDITORS/SAPIK BOARD/ SAPIK CPD COMMITTEE

- The SAPIK Board or Accreditor will be responsible for monitoring the quality of the CPD learning activities offered to practitioners by the Accredited Service Providers / SAPIK Service Providers.
- Accredited Service Providers may be audited at any time by the accreditor, SAPIK Board or a member of the SAPIK CPD Committee.
- The accreditation status of an Accredited Service Provider may be reviewed and/or revoked in light of the outcome of an audit or upon any critical incident being brought to the attention of the SAPIK CPD Committee, an Accreditor or the SAPIK Board.
- Quality measures will include the review of:
 - the list of all activities provided for the year;
 - compliance with the guidelines in the allocation of CPD points for the learning activities;
 - maintenance of all necessary documentation;
 - compliance with annual reporting requirements;
 - relevance of activities provided to the field of practice;
 - any problems experienced/ reported.

APPENDIX C: LEARNING MATERIAL AND ONLINE ACTIVITIES

1. JOURNALS WITH MULTIPLE CHOICE QUESTIONS

For every five questions, one CPD point may be granted with a maximum of 3 points per articles or questionnaire etc. Pass mark should be 70%. Criteria of multiple choice questions:

- Clear and concise, reflecting understanding
- Each question must contain a minimum of three options, and may be of the 'single-correct answer' or 'single-best formats';
- All the questions in the multiple choice questions cannot be true/false. Max 20%

2. ONLINE CPD ACTIVITIES

Other activities held online include workshops, webinars and lectures, profession related courses, as well as electronic journal articles with measurable outcomes.

This document has been adapted from the Health Professional Council of South Africa: Continuing Professional Development Guidelines for the Health Care Professionals that was Updated: 9 April 2014, June 2017, October 2019 and available on the website of the HPCSA as well as Guidelines for Accreditors and Service Providers.