



Continuing Professional Development Policy of SAPIK

TABLE OF CONTENTS

GLOSSARY	4
PREAMBLE	6
1. INTRODUCTION	6
1.1 THE CPD COMMITTEE:	7
2. GENERAL	7
3. PROCESS	7
3.1 KINDERKINETICIST ATTENDING A LEARNING ACTIVITY	8
3.2 CPD LEARNING ACTIVITY RECORD FORM	9
3.3 AUDIT PROCESS	9
3.4 CPD POINTS INTERNATIONALLY	10
3.5 NON-ACCREDITED LEARNING ACTIVITY	10
3.6 CPD LEARNING ACTIVITIES	11
3.6.1 PRESENTING AN ACCREDITED LEARNING ACTIVITY	11
ACCREDITED SERVICE PROVIDERS	11
SAPIK SERVICE PROVIDERS	12
3.6.2 ATTENDING, PRESENTING OR HOSTING ACCREDITED GROUP LEARNING ACTIVITIES	12
3.6.3 PUBLISHING IN JOURNALS, BOOKS, MAGAZINES AND PRESENTING ON TV SHOWS	12
3.6.4 ATTENDING LEARNING ACTIVITIES ACCREDITED BY THE HPCSA, PROFESSIONAL BOARDS AND SAPIK	13
3.6.5 ATTENDING ETHICAL LEARNING ACTIVITIES	14
3.6.6 COMPLETING INDIVIDUAL LEARNING:	14
3.7 LEARNING ACTIVITIES AND CPD ALLOCATION	15
3.8 ACTIVITIES THAT DO NOT QUALIFY FOR CPD POINTS	17
4. NON-COMPLIANCE	17
5. DEFERMENT	18
5.1 DEFERMENT MAY BE GRANTED IN THE CASE OF:	18
5.2 WHEN A MEMBER WANTS TO RE-ENTER THE SYSTEM AFTER DEFERMENT, THEY WILL BE SUBJECT TO THE FOLLOWING CONDITIONS:	18
6. CPD EXEMPTION	19
6.1 EXEMPTION DUE TO ILLNESS	19
6.2 MATERNITY LEAVE	20
6.3 POST-GRADUATE DEGREES	20
6.4 NON-PRACTICING MEMBERS	20
7. VOLUNTARY REMOVAL FROM REGISTER: DE-REGISTRATION	21
8. RESTORATION AFTER ERASURE	21
APPENDIX A: CRITERIA AND GUIDELINES FOR ACCREDITORS	22

1.	ACCREDITORS	22
2.	ROLE OF ACCREDITOR	22
3.	APPLICATIONS FOR ACCREDITOR STATUS	23
4.	BODIES QUALIFYING FOR ACCREDITOR STATUS	23
5.	INFRASTRUCTURE OF AN ACCREDITOR	23
6.	ACCREDITATION COMMITTEE	23
7.	STRAIGHTFORWARD APPLICATIONS	23
8.	PROBLEM APPLICATIONS	24
9.	CONFLICT OF INTEREST	24
10.	QUALITY ASSURANCE CHECKS	24
11.	COMPLAINTS AND PROBLEMS	24
12.	INFORMATION FOR ACCREDITORS PERTAINING TO CPD ALLOCATION	24
13.	GUIDELINES FOR ALLOCATION OF CPD POINTS	25
	APPENDIX B: CRITERIA AND GUIDELINES FOR SERVICE PROVIDERS	26
1.	SERVICE PROVIDERS	26
1.1	ACCREDITATION OF CPD LEARNING ACTIVITIES	26
1.2	ACCREDITATION PERIOD	27
2.	ROLES AND RESPONSIBILITIES	27
2.1	BEFORE THE CPD LEARNING ACTIVITY IS PRESENTED:	27
2.2	AT THE TIME OF THE CPD ACTIVITY:	27
2.3	AFTER THE CPD LEARNING ACTIVITY:	28
3.	APPLICATION PROCESS	29
4.	QUALITY CONTROL BY ACCREDITORS/SAPIK BOARD/ SAPIK CPD COMMITTEE	32

GLOSSARY

Accreditors are an individual, group or institution appointed by the SAPIK Board to review and approve applications for presenting of continuing professional development (CPD) activities by organisations 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 Accreditor. However, the Accreditor needs to agree to take the responsibility. The criteria and guidelines for Accreditors stipulate the rules and procedures for Accreditors (Appendix A).

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

An accredited learning activity is an opportunity presented by the Accredited Service Providers that meets the criteria set out by the CPD Committee and the Accreditors.

The **attendance register** is the record of attendees at any form of learning activity, reflecting the names and signatures of the SAPIK members present. (Signatures are once off, at the end of the activity, regularly recurring, on completion of the series.) If a certificate is not available, these attendance lists must be sent to SAPIK after the activity is completed.

Audit includes evaluating SAPIK members' CPD activities. As of 2023, all members registered with SAPIK will be audited yearly on their CPD points. The members are evaluated to ensure that they comply with the requirements of 26 CPD points per year, of which 20 points are accredited and 6 are ethics.

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.

The SAPIK CPD Committee is made up of representatives from the SAPIK Board. It is responsible for developing policy proposals for Continuing Professional Development and managing SAPIK's CPD system.

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, and 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, reasonable deferment by the Committee in response to an application. There are conditions for re-entry into practice and CPD.

Learning activity is a CPD activity for which Continuing Professional Development points are earned. Learning activities consist of programmes, workshops, congresses, group discussions, and educational activities intended to improve practitioners' knowledge, skills, and competence.

Practitioner refers to a Kinderkineticist and a Kinderkineticist practitioner.

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

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

SAPIK Service Providers are individuals/institutions/organisations that are members of SAPIK

and are required to submit each of their learning activities to an accreditor for review and accreditation before presenting the CPD activity.

PREAMBLE

As a Kinderkineticist, you are required to have an ongoing 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 promoting the health of all members of the South African society. The Continuing Professional Development (CPD) system includes the maintenance 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 good Kinderkinetics practice, the following guidelines for CPD through continuing learning activities are 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 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 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 benefit 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 consider the South African environment by approving a range of activities 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 learning activities 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 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 and the CPD accreditation team.
- A generic set of guidelines is 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 benefits Kinderkinetics. However, the CPD point allocation may vary, and it is 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 from 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 on 01 January, ending on 31 December every year. All CPD points must be accredited through SAPIK, and no points will be allocated to learning activities which are not accredited by SAPIK, the HPCSA, SACE, SAMA, other professional bodies, 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 2025 and 12 points have been received, the points will be valid until 31 December 2025. Learning activities completed in January and February (potentially before a member register with SAPIK for the given year) can be applied for as soon as registration is complete, and these points will count for the year they were obtained in. 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

Please note: The Kinderkineticist's 12 months for obtaining 26 points are from 01 January to 31 December every year of registration.

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 an attendance form (S5a or S5b). It is the Kinderkineticist's 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 are received by SAPIK, then no CPD points will be allocated. If a member knows 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** form at 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 does not fall within the scope of Kinderkinetics according to the CPD accreditation guidelines, SAPIK

cannot be held responsible if the member does 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 Kinderkineticist's own responsibility to record the learning activities and keep them up to date. It is **NOT** the sole responsibility of **SAPIK** to keep a record of your learning activities. This record form (available on the SAPIK website) and the SAPIK CPD certificates should be kept safe for the previous three years as proof of compliance with the CPD policy. The CPD learning activity record form includes the following:

- (i) Name and registration number of the Kinderkineticist.
- (ii) Name of organisation 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 Audit process

As of 2023, all registered members of SAPIK will be audited yearly. SAPIK will conduct this internal audit during the first half of the following year. For example, points gained for 2023 will be audited by July 2024. Following the audit, all members will receive a feedback letter informing them of their audit status. All CPD documentation should be kept up to date by the member in case of any discrepancies in their audit. Noncompliant practitioners will have to pay a fine where the amount is determined by the outstanding number of points. Members will also be provided with a six-month extension to complete outstanding points. This fine must be paid within 14 working days after notification. An additional R500 will accumulate every 14 working days if the amount is past due. Determination of the non-compliant member's fine is based on a tiered system where the fine amount increases as the number of outstanding CPD points increases. Please see the fine and point breakdown below:

CPD Points	Fine Amount
23 – 25 points achieved (1–3 points short)	R200
20 – 22 points achieved (4–6 points short)	R400
16–19 points achieved (7–10 points short)	R600
11–15 points achieved (11–15 points short)	R800
6–10 points achieved (16–20 points short)	R1000
0–5 points achieved (21+ points short)	R1200

3.4 CPD points internationally

When practitioners attend an accredited professional or academic meeting or learning activity internationally, it will be recognised for CPD purposes provided 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. The CPD points will be determined by the CPD accreditation team, which will be determined by the CPD accreditation team and include 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, the president and the immediate past president.

3.5 Non-accredited learning activity

When an organisation or institution presents a learning activity, 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 to accreditation criteria and make the final decision whether this learning activity can be accredited and what the point allocation will be. A learning activity must be recognised 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 their 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 and maintain a core level of competence in the Kinderkinetics field. Every registered practitioner must accumulate **26 CPD points** per 12-month period from January to December. It is a requirement that members should obtain a minimum of 6 CPD points for ethical learning activities per year and 20 accredited CPD points. Practitioners who register for the first time as a Kinderkineticist will commence with their CPD programme immediately for that year. Practitioners who are not currently in 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

Learning activities may only be presented by Accredited Service Providers and SAPIK Service Providers. Learning Activities are activities of an individual/organisation to improve practitioners' knowledge, skills and competence. 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 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 member's own responsibility if other institutions make a complaint and SAPIK takes no accountability.

Accredited Service Providers

Accredited Service Providers include:

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

Development.

Accredited Service Providers must apply annually by completing and submitting 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) who 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 SAPIK's accredited approval 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 to SAPIK for approval. Publishing in a book or magazine should first be approved by the SAPIK Board before it is published to ensure that relevant information is in accordance with the scope of practice of Kinderkinetics. If a member wants to contribute to a popular magazine (ex., YOU), send the invite and the content appearing in the magazine to SAPIK. The time frames for this kind of request are usually urgent and on 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 needs to receive the content before the presentation to ensure the content is relevant and accurate. If

SAPIK has only been notified after the presentation of the discussion, no CPD points will be allocated.

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

SAPIK and 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 falls under accredited learning activities at SAPIK, if it falls within the scope of practice of Kinderkinetics. The CPD committee and accreditation team will evaluate and determine this. If the learning activity is not an accredited activity, the member cannot earn points. However, applications may be handed in to determine if SAPIK should accredit the learning activity. An accredited learning activity is an activity which is presented by specific 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 includes the scope of practice of Kinderkinetics. To determine if the learning activity you wish to attend falls within the scope of Kinderkinetics or if SAPIK should accredit the learning activity the member must apply online using the Learning Activity Accreditation form.

The number of points earned will be available when the learning activity is advertised. Inquiries can also be sent to SAPIK regarding the number 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 an attendance certificate should be sent to SAPIK 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 prefers to receive the application one 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, **no** CPD points allocated to the member. A SAPIK certificate indicating the number of awarded CPD points will then be sent to the member. CPD point allocation is as follows:

- If it is an 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 a 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 regarding 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, **no** CPD points will be allocated to the member. A SAPIK certificate indicating the number of CPD points that are awarded 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 questions with regard to the article. SAPIK will provide the article opportunities and are 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 and 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 should then inform SAPIK and send proof of payment for the allocated amount. 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 made available three times a year. One article will assist in obtaining accredited points, and one article will assist in obtaining ethical points. The completed answer form, proof of payment and a plagiarism declaration form, available on the SAPIK website, should be sent to SAPIK upon completion of the article opportunity. No articles will be accepted after the cut-off date or if one of these documents is not submitted. The pass rate for an article is 80%. If a member does not obtain 80%, he or she will receive a letter from SAPIK that provides the member with one week to submit the answers to the wrong questions. If the member does not respond within one week, the member will not receive their points. The member will then receive their SAPIK certificate if the 80% has been obtained.

Note: SAPIK communicates these article opportunities and the cost of the articles via email and on the SAPIK website. The date of completion is also communicated. No permissions are granted 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.

After obtaining a Kinderkinetics degree, completed studies and diplomas also earn points if they benefit Kinderkinetics. Complete the online application form to apply for CPD points in this category. Proof of the qualification obtained should be attached to the application to earn points.

3.7 Learning activities and CPD allocation

ACTIVITY	CPD ACCREDITED POINTS
HPCSA/professional boards or other nationally/internationally accredited learning activities within the scope of Kinderkinetics and approved	Determined by the HPCSA/national/international boards

SAPIK accredited learning activity	Determined by the CPD accredited committee/accreditors / HPCSA
Principal author of a peer-reviewed article	5
Co-author/s of a peer-reviewed article	3
Speaker at national and international congresses	10
Poster at a congress	5
Attendance at national and international congresses	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 includes DVD, CD, internet or email activities)	Determined by the CPD accreditation committee / HPCSA
Internal / External examiner of Master's and/ or Doctoral thesis	5 per thesis
Reviewers of practice audit/visit or CPD audit	3 ethics per practice / 3 ethics per audit session
SAPIK-accredited articles	2 per article
SAPIK-accredited ethics article or activity	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
Post-graduate degrees (Master's or PhD) within the scope of Kinderkinetics (application for CPD exemption required)	Annual post-graduate CPD exemption. CPD requirement reduced to 10 accredited and 3 ethics points per year, completing a degree.
SAPIK annual general meeting	3 accredited and 1 ethics point
SAPIK Board member meetings	2 accredited

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 hosts an annual 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 be eligible 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/lecturer's 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 one's practice to parents or teachers;
- In service training discussions within a practice;
- Meetings and presentations arranged for 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 six-month 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:

- If the practitioner does not comply, the member will be required to pay a fine and 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; and
 - Any other action considered 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, considering the merit of each application. The application should be motivated with appropriate evidence/documentation. The SAPIK CPD committee will send a letter to the relevant member to inform them whether the deferment is approved or not. A practitioner will not receive deferment if they do not inform SAPIK.

5.1 Deferment may be granted in the case of:

- (i) a practitioner who is outside South Africa for a period exceeding 12 months and is not practising as a Kinderkineticist;
- (ii) a practitioner who is outside of South Africa and practising 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 less than 12 months.

5.2 When a member wants to re-enter the system after deferment, they 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 their 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, they 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 another 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. CPD EXEMPTION

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.

6.1 Exemption due to illness

A member can apply for exemption of CPD points due to illness that prevents them from practicing for longer than one month. Due to each application being unique to the specific illness and member, applications will be evaluated on merit. After receiving approval from the SAPIK Board the number of CPD points the member will be exempt from will be communicated via a feedback letter. The application needs to be submitted in the year the member was unable to practice due to illness.

6.2 Maternity leave

A member will be permitted to apply for exemption in the following cases:

- If you are expecting a baby
- If you are adopting a baby
- If your wife is expecting a baby

Applications need to be completed in the year that the baby is born. After receiving approval from the SAPIK Board, the following will be applicable to the member:

- The member must obtain 15 CPD points in total for the year the baby is born and is thus exempt from 11 CPD points.
- Of these 15 CPD points, there must be 9 accredited and 6 points ethics points.

6.3 Post-graduate degrees

A member that is registered with SAPIK while studying a post-graduate degree (Masters or PhD that is within the scope of Kinderkinetics) is eligible to apply for CPD exemption during the degree. Members applying for this exemption can apply for the exemption every year of their degree, showing proof of registration in a post-graduate course. SAPIK approves this application every year. After receiving approval from the SAPIK Board, the following will apply to the member:

- The member must obtain 13 CPD points in total per year.
- Of these points, 13 CPD points, there must be 10 accredited points and 3 ethics points.

No extra points will be awarded on completion of the degree.

6.4 Non-practicing members

A member can apply for an exemption of CPD points in cases where they wish to remain registered with SAPIK but are not practicing within the Kinderkinetics field. This includes members who are trained Kinderkineticists, but are not practicing, for example members in other professions; members who are not working currently; members living abroad. After receiving approval from the SAPIK Board, the following will be applicable to the member:

- The member must obtain 15 CPD points in total for the year and is thus exempt from 11 CPD points.
- Of these 15 CPD points, there must be 9 accredited and 6 points 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 their name from the register. If a practitioner's name is voluntarily removed from the register, the following will apply on request for 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.
- 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 they may apply for the reinstatement of their name by submitting proof of that registration and compliance with the CPD of that country/institution/body. After assessing their shortcomings, they will then be reinstated by the same procedure that is followed as explained by bullet one, as explained in bullet one.

8. RESTORATION AFTER ERASURE

When a practitioner's 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 approved by the SAPIK Board will continue to function for the duration of the Board's term of office. Potential Accreditors should apply to the SAPIK Board using the S9 form 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; the 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 review the existing accreditors within the first year and appoint new Accreditors or re-appoint the existing Accreditors for a further 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, 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 in which all records described in point (i) are kept for three years after the activity is 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 anyone of the following:
• Tertiary training institutions. • Professional associations. • Formally constituted professional interest groups that have a professional identity and are aligned with a training institution, a professional association or an international institution.	• 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
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.

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 a record, which will be held for three years after the activity has been presented/completed.
- A list of attendees will be sent to the CPD committee and 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 the presentation. After receiving the reflection, 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 fee 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
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	
• 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 Note: Individuals who wish to offer CPD activities and are not part of an institution or organization do not need to submit this information	
Documentation that must accompany application. All CPD providers must provide supporting evidence of/for:	
1. Administrative support	

• Dedicated, contactable administrative support and name and contact details of this person; • A CPD coordinator, contactable by telephone, fax, email.	
2. Presentation facilities	
• 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	
• 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. Note: not required for individuals who offer once off activities.	
4. Professional capacity to offer CPD learning activities	
Accredited Service Providers	SAPIK Service Providers
Training institutions must provide evidence of: • Department/s, Discipline/s or Unit/s capacity to deliver CPD through full-time or part-time staff members.	Organizations must provide proof of: • 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).

Professional Associations must provide evidence of: • National, branch/es or committee/s that has/have the capacity to deliver CPD through members with proven knowledge and skills in the relevant field and are in good standing in the association.	Individuals must provide: • 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 have been active in these contexts for at least three consecutive years.
Formally Constituted Professional Interest Group must provide evidence of: • 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 with proven knowledge and skills in the relevant field and are in good standing in the group.	
5. Attendance documents	
• 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).	
6. Fees that will be charged for the CPD activity	
• The fees that will be levied for CPD activities.	
Frequency of Application	
Annual submission for re-accreditation	Each new activity is submitted
Outcome of the Accreditation Process	

Accredited Service Providers will be allocated a Service Provider specific identification number linked to the relevant presentation.	The SAPIK Service Provider will be allocated a SAPIK Board specific activity number, which should appear on the documentation for the particular activity.
7. Evaluation of CPD activity	
An indication of the method for the formal evaluation of all CPD activities, in which attendees are allowed to formally evaluate the learning from the CPD activity. Evaluation should focus beyond the aesthetics, comfort, convenience or ambience of the venue's with more emphasis on improving the 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.

This document has been adapted from the Health Professional Council of South Africa: Continuing Professional Development Guidelines for the Health Care Professionals, which was Updated on 9 April 2014, June 2017, October 2019, and November 2024 and is available on the HPCSA website as well as Guidelines for Accreditors and Service Providers.