

## Policy – Responding to applications for exemption from the CPD standard

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Effective from: 1 December 2019

### Summary

This policy aims to assist the understanding of how applications for a CPD exemption are considered by the Paramedicine Board of Australia (Board) or its delegate.

### CPD standards' exemption information

The [CPD registration standard](#) states:

*The Board may grant a full or partial exemption or variation from this standard in exceptional circumstances.*

The Board's [Guidelines: Continuing professional development](#) provide further guidance.

More information on the Board's CPD requirements and exemptions can be found on the Board's website:

- [Fact sheet: CPD exemptions](#)
- [Application for CPD exemption form](#)

### Full vs partial exemption

The CPD exemption allows for a full or partial exemption or for a variation from CPD requirements. Where the exceptional circumstances have prevented the practitioner from practising and completing CPD. The following indicative criteria may apply:

- Exceptional circumstances of 3 – 6 months – partial exemption of 50%
- Exceptional circumstances of 6 – 9 months – partial exemption of 75%
- Exceptional circumstances of 9 – 12 months – full exemption

### Variation

The Board may grant a variation from CPD requirements when a practitioner can demonstrate that the exceptional circumstances have prevented them from meeting all the CPD requirements. For example, they are unable to meet the CPD in an interactive setting requirement.

### Consecutive exemptions

Generally, the Board doesn't grant exemptions for more than one registration period. Practitioners who are not practising for more than one year are encouraged to consider non-practising registration.

### Evidence

Practitioners must provide evidence to support their application for a CPD exemption. Depending on a practitioner's circumstances evidence may include:

- medical reports or certificates
- death certificates or correspondence from a medical practitioner or other relevant authority
- letters from an employer regarding absence from practice
- statutory declaration or other proof relevant to the circumstances identified in the request.