

[LOGO]	Hong Kong Institute of Clinical Psychologists Limited 香港臨床心理學家公會有限公司	Document No.	HKICP- CPD-GL-008-R0
	Guideline on Continuing Professional Development in Clinical Psychology	Issue Date	nn/nn/2018
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Guideline on Continuing Professional Development in Clinical Psychology

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(Distribution list: This Policy shall be read by all staff and members of HKICP, Professional Council and its committees, and the general public.)

1. Objective

- 1.1 This Guideline describes the mechanism for recognition and governance of Continuing Professional Development (CPD) activities for the clinical psychology profession in Hong Kong.
- 1.2 This Guideline prescribes the CPD requirements for registrants of the Hong Kong Institute of Clinical Psychologists (HKICP) (i.e. members of Register of Clinical Psychologists accredited by Department of Health).
- 1.3 This document facilitates registrants of HKICP to acquire CPD through participation of approved activities.

2. Definition

Continuing Professional Development (CPD) in clinical psychology refers to planned and purposeful activities, directly related to the maintenance, improvement, and broadening of professional knowledge, competency and skills in the field of clinical psychology. It is intended to encourage further education and training of clinical psychologists in their professional practice.

3. Roles and Responsibilities

The Education and Professional Standards Committee (EPSC) of HKICP shall be responsible for:

- 3.1 Working out details of the mechanism for the implementation and accreditation of CPD for the profession of Clinical Psychologists,
- 3.2 Receiving, inspecting and auditing the CPD record of registrants,
- 3.3 Assessing and accrediting CPD activities,
- 3.4 Assessing and making recommendations on CPD providers to the Professional Council, and
- 3.5 Advising the Professional Council on any matters with regard to CPD for Clinical Psychologists.

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4. CPD Activities

4.1 CPD Providers

- 4.1.1 HKICP will recognize organizations in good standing for providing quality training for psychologists as CPD providers.
- 4.1.2 An organization may apply or an individual member may propose to EPSC for inclusion of an organization as CPD provider. EPSC will regularly compile and review the list of CPD providers, and make a report on their recommendations to the Professional Council for endorsement. Should there be concern or discrepant view in the approval of particular CPD providers, EPSC shall seek direction of the Professional Council. The decision of the Professional Council shall be final.
- 4.1.3 The endorsed list of CPD providers will be made public on the HKICP website. Activities organized by CPD providers will be accredited automatically within the time frame specified.
- 4.1.4 CPD providers may include, but not limited to:
- 4.1.4.1 The Hong Kong Psychological Society,
- 4.1.4.2 Department of Psychology of local and overseas tertiary education institutions recognized by HKICP.
- 4.1.5 CPD activities organized by overseas professional psychological societies will normally be assessed by EPSC on a case-by-case basis. In general, HKICP will recognize CPD activities organized by overseas National Society of Psychology and overseas professional psychological bodies with a broad representation in psychology or a field relevant to clinical psychology.

4.2 Accreditation of CPD Activities

- 4.2.1 An organization or individual member may apply to EPSC for accreditation of a CPD activity. The application should normally be made before commencement of the activity, preferably at least 4 months in advance.
- 4.2.2 Applicants must provide evidence that the activity concerned is educational in nature and instrumental to professional growth.

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4.2.3 Once a CPD activity is accredited, members who participate in the activity will not need to apply for accreditation individually.

4.3 Appeal against Decisions on CPD Applications

4.3.1 If an application to EPSC is not accepted, an organization or an individual may appeal to the Professional Council of HKICP within 30 days after the date of the written notification of decision.

4.3.2 Professional Council will appoint representatives from among its members to review the facts and make recommendation to the Professional Council whether there is ground for appeal.

4.3.3 Professional Council will then decide whether the appeal is accepted. If so, it will look into and make the final decision on the appeal.

4.3.4 The applicant will be notified of the decision of the Professional Council within 90 days after the appeal is received.

4.3.5 The decision of the Professional Council shall be final.

5. CPD Requirements for Registrants of HKICP

5.1 CPD Requirements

5.1.1 A registrant must accumulate a minimum of 20 CPD points in a year in order to renew the membership with HKICP and remain as a Member of Register of Clinical Psychologists accredited by the Department of Health.

5.1.2 CPD points are obtained by participation in HKICP approved CPD activities (Appendix 1).

5.1.3 Members who enters the register without post-qualification practice experience are required to provide proof of supervised clinical practice upon renewal of membership for 2 consecutive years. There should be no less than 1 hour of direct face to face contact per month with a qualified clinical psychologist with not less than 10 years of experience or an accredited clinical supervisor (details about accredited clinical supervisor are found in the HKICP Guideline for Accredited Clinical Supervisor (ACS) and Training Provider for ACS HKICP- CPD-GL-007-R0).

5.2 Recording CPD Activities

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5.2.1 Registrants must complete and submit the “Continuing Professional Development (CPD) Log Sheet” (Appendix 2), together with relevant document(s) (e.g. certificate of attendance/certificate of completion), to EPSC at the end of each year.

5.2.2 Registrants should keep an updated CPD record all the time. They may be requested to provide evidence of relevant CPD points upon annual renewal of Certificate of Registration or at other time specified by HKICP.

5.2.3 Registrants who fail to meet the minimum CPD requirement at the end of a year will be reminded by EPSC to make up for the outstanding CPD points in addition to the 20-point requirement in the subsequent year in order to renew their membership.

5.3 Exemption

Application for exemption or reduction of CPD requirements with valid reasons (e.g. on prolonged sick leave) can be made in writing to EPSC. Application will be considered on a case-by-case basis.

6. CPD Points

CPD encompasses a broad range of activities. Activities recognized for CPD and the number of points assigned to each type of activity are summarized in Appendix 1.

7. Audit and Monitoring

7.1 5% of HKICP registrants will be randomly selected for audit of CPD every year. The audit process is conducted by Chairperson and delegates of EPSC.

7.2 If the registrant selected for audit fails to provide all required proof for CPD, he/she will be automatically included in the CPD audit of the following year.

7.3 A registrant will not be allowed to renew his/her membership and his/her name will be removed from the list of Registrants of HKICP under the following conditions:

7.3.1 He/she fails to provide all required documentary proof for CPD for 2 consecutive years, or

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7.3.2 He/she fails to fulfill the CPD requirements stated in the reminder sent by EPSC.

8. Reference Documents

- 8.1 American Psychological Association. *State Requirement for Continuing Education*. Retrieved from <http://www.apa.org/ed/ce/resources/state-requirements.pdf>
- 8.2 Psychology Board of Australia. (2015). *Guidelines on continuing professional development*. Retrieved from <http://www.psychologyboard.gov.au/Standards-and-Guidelines/FAQ/CPD-resources.aspx>.
- 8.3 The British Psychological Society. (2010). *Continuing Professional Development Guidelines*. Retrieved from <https://www1.bps.org.uk/system/files/Public%20files/DCP/cat-714.pdf>.
- 8.4 Hong Kong Psychological Society, Division of Clinical Psychology. (1999). *Principles and Guidelines on Continuing Education in Clinical Psychology*.

9. Attachments

9.1 Appendix 1

Activities recognized for CPD and the corresponding number of CPD points

9.2 Appendix 2

Continuing Professional Development Log Sheet

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Appendix 1: Activities recognized for CPD and the corresponding number of CPD points

Activity	Points
Attending a conference	6 points per day
Attending a workshop	1 point per hour, up to 6 points per day
Attending a seminar	1 point per hour, up to 6 points per day
Attending a lecture	1 point per hour, up to 6 points per day
Receiving professional/psychological service for personal growth/training purposes	1 point per hour
Receiving supervision (e.g. individual, group, peer, live)	1 point per hour
Clinical attachment/clinical visit to places of good practice	6 points per day
Self-study (e.g. reading journal articles, books or watching teaching videos)	1 point for a 300-word written report for journal articles; 3 points for a 600-word report for books; 1 point for a 300-word report for 1-hour videos
Research (i.e. empirical and non-empirical investigations with a defined purpose and structure)	5 points for a written report (1000-to-1500-word report); 20 points for publication in a peer-review journal or a book for professional readership; 20 points for publication of a book
Enrollment in a program of study leading to a relevant degree, diploma or certificate	Full-time programmes: 30 points per term, up to 60 points Part-time programmes: 20 points per term, up to 40 points per year (Subject to evidence of attendance)

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Appendix 2: Continuing Professional Development Log Sheet

Name: _____		Membership No.: _____		CPD period: _____ to _____	
No.	Date	CPD Activity	Organization (if applicable)	No. of Hours	CPD points
Total CPD Hours					

I hereby confirm that the information I provided above is a true record of my CPD activities for the period stated.

Signature: _____

Date: _____