Continued Professional Development [CPD] Compliance to retain registration as Para-veterinary professionals
Animal health technicians; Laboratory animal technologists; Veterinary nurses; and Veterinary technologists

1. Why is CPD necessary?

Para-veterinary professionals must maintain professional knowledge and skills required to ensure that:

- clients receive competent and ethical para-veterinary professional services;
- animal- and human health and welfare are not compromised; and

by doing that para-veterinary professionals remain registered.

2. Who must do CPD and when does the CPD cycle commence?

All para-veterinary professionals [animal health technicians; laboratory animal technologists; veterinary nurses; and veterinary technologists] registered with Council who render veterinary services in SA must do CPD as from 1 April 2015, the date on which CPD was formally introduced for the first time for para-veterinary professionals.

3. How long is a CPD cycle?

All cycles span 3 years from commencement date.

Examples:

- Sr PA Jones: 2015-2018; 2018-2021; 2021-2024
- Ms PB Van der Merwe: 2017-2020; 2020-2023; 2023-2026

4. Who is exempted from CPD requirements?
Para-veterinary professionals who are registered with Council, but who do not render para-veterinary services in SA and who are not retained on the register.

Para-veterinary professionals who are enrolled for formal educational programmes at tertiary institutions registered with the Council for Higher Education leading to a level 5 or higher qualification registered on the National Qualifications Framework or enrolled for a course approved by Council in a chosen field of para-veterinary work are not required to accumulate any CPD points while enrolled and active in such a programme and will enter the system of CPD on 1 April following the date of completion of or deregistration from the said educational programme. **Provided** that proof of enrolment is submitted to Council together with the annual summary referred to in regulation 8(2).

The cycle does not change if the enrolment for a qualification as in item 3 above coincides with the three-year cycle.

If the training programme is completed or deregistration from the programme occurs, then the Para-veterinary professional will enter the system of CPD on 1 April of the next year.

**5. How many points are required per cycle?**

- **15 structured** points and **35 unstructured** points per cycle.
- However, Council granted a **special dispensation for para-veterinary professionals**. Please view the dispensation on this [link](#).

**6. How is CPD compliance assessed by Council?**

- CPD compliance is currently assessed by an annual random selection of para-veterinary professionals.
- Only the structured points are audited but confirmation in writing must be received that unstructured points were obtained.
- Members have advance notice [within a financial year 1 April -31 March] in which to provide proof of CPD compliance, for example, submission of CPD certificates of courses attended for ten structured points; and written confirmation that ten unstructured points were obtained.

**7. Who must submit proof of CPD?**

Members who –

- Are randomly selected and informed in writing of their selection;
- Did not comply with CPD requirements in previous cycles;
- Were granted deferment; and
- Are requested to submit proof of CPD compliance during an investigation into alleged unprofessional conduct.
8. What activities constitute structured points and how many points are allocated?

Click on this link

9. Who determines the number of points allocated to an activity?

- CPD providers apply for accreditation of activities and Council’s CPD Accreditation Committee evaluates the activities and allocates points.
- The CPD Accreditation Committee allocates points per activity not accredited via CPD provider applications. See item 10 below.

10. Council must be approached by individual members to accredit the following:

Any activity which has not been accredited by Council, deemed to be of veterinary or para-veterinary importance, attended by the applicant.

11. What activities constitute unstructured points?

Click on this link

12. What is the deadline for application for deferment?

Application for deferment must be submitted in writing well in advance of the expiry of the current CPD cycle (6 months).

13. Under what circumstances will deferment be considered?

- Deferment will only be granted in exigent circumstances (death or serious illness in the family or serious illness of the member); and
- Will not be granted if the member is too busy to comply with CPD requirements.

14. How is CPD deferment applied?

In principle, requests for subsequent deferments will not be entertained should the terms of the first deferment granted not have been adhered to.
• Deferment means that double the required structured points in point 5 above [see dispensation] and double the unstructured points in point 5 above [see dispensation] must be acquired in the next cycle.

• Deferment to a next cycle is granted once only, pending confirmation of deferment compliance as per par. a) below;

• If deferment was granted by the SAVC then the applicant must comply with the conditions of deferment as follows:
  a) On an annual basis, within the cycle to which the CPD points were deferred, submit proof of a third of the required CPD structured points [a total of 20 CPD structured points currently [see dispensation] within the deferred cycle]; and
  b) Submit confirmation at the end of the deferred cycle of 20 unstructured points currently [see dispensation] obtained;

• Only once the conditions of deferment in par a) above have been complied with or have been met; will a member again qualify to apply for deferment.

• Exceptions to the policy could be medical- or compassionate grounds. Each such application will be considered on its own merits, provided that substantiated proof of circumstances was received.

Comment: This policy does not imply that the members of a disciplinary hearing are limited in their discretion as to what the penalty should be, having regard for the circumstances of the registered [defaulting] member. The member could be suspended from practice in accordance with the Regulations relation to suspensions which were published on 9 November 2015.