

# My Personal CPE Planner 2024

Your guide to planning your Continuing Professional Education

2. Professional

3. Non-Technical:

1. Core

5. Professional  
Engagement &  
Content

## → Changes to CPE Record Keeping

Changes to CPE claiming is currently being implemented to include hours. This is in line with other health professionals and health industries and more accurately reflects the total time that members are spending engaging in continuing professional education. As we transition to the new system, points and hours are required to be recorded. Please ensure you are accurately reflecting education hours. It is all members professional responsibility to ensure CPE is up to date and accurate and is consistent with Association requirements and recommendations.

# Understanding your Continuing Professional Education (CPE) commitment

Education is one of the most important obligations of Massage & Myotherapy Australia members. It reflects a member's recognition of the dynamic nature of the health industry. Members' dedication to furthering their lifelong commitment to education not only ensures compliance with rigorous standards but also actively contributes to the continual improvement of the industry. Through their pursuit of knowledge and skills enhancement, members play a vital role in elevating the standards and practices in massage, remedial massage, and myotherapy. This commitment, fosters the betterment of the industry, reinforcing the association's dedication to excellence and continuous advancement.

The fundamental concept of Continuing Professional Education (CPE) revolves around enhancing your career-related capabilities by expanding your knowledge and skills. Beyond the typical job expectations, CPE keeps Association members well-informed, providing a competitive advantage in the field.

CPE activities are offered by a range of providers, including Massage & Myotherapy Australia, educational institutions and private providers. There is no obligation to undertake CPE with Massage & Myotherapy Australia directly. You may also choose to undertake online learning, partake in inhouse training or attend Conferences.

There are a wide variety of opportunities for CPE available to members. Attendance at other professional associations' events, seminars run by local government such as the ATO and conferences, both local and international are acknowledged. If you are unsure whether the course you are attending is eligible for CPE or if you are having difficulty accumulating your points, contact the Association staff. If you are claiming for a non-Massage & Myotherapy Australia activity, please keep your evidence/paperwork in your records or upload documentation when updating your points and hours.

When you join Massage & Myotherapy Australia, you are required to annually declare your ongoing compliance with the Massage

& Myotherapy Australia Constitution, Code of Ethics, Standards of Practice, and Continuing Professional Education requirements. Compulsory CPE applies for both membership of Massage & Myotherapy Australia and for eligibility for approved provider status with the individual private health funds. You have a professional obligation to yourself, to your clients and to the public to plan and participate in a continuing professional education program tailored to meet your own and your industry's expectations.

## Changes to CPE Record Keeping

*Changes to CPE claiming is currently being implemented to include hours. This is in line with other health professionals and health industries and more accurately reflects the total time that members are spending engaging in continuing professional education. As we transition to the new system, points and hours are required to be recorded. Please ensure you are accurately reflecting education hours. It is all members professional responsibility to ensure CPE is up to date and accurate and is consistent with Association requirements and recommendations.*

### POINT REQUIREMENTS

Massage Members	Remedial Members	Advanced Members
30 CPE Points	40 CPE Points	50 CPE Points

### ANNUAL HOUR REQUIREMENTS

Cert IV & Remedial Members	Advanced Members
20 Hours	25 Hours

*Massage & Myotherapy Australia requires members to update their CPE points and hours annually, however, it is recommended to enter your points and hours at the time they are earned. Points/hours are valid for two years from the date they are earned.*



## The 5 Elements of the Association's Continuing Professional Education

Over time the CPE requirements may change to keep Massage & Myotherapy Australia members in line with Private Health Fund requirements as well as building consistency across health disciplines.

Massage & Myotherapy Australia requires members to participate in education from a variety of different classifications rather than relying too heavily on one type of education. This ensures Association members are well-rounded, and adaptable therapists. To assist members with choosing CPE, the Association has classified CPE into 5 different categories. When designing your annual calendar and choosing education, the Association strongly encourages members consider the various categories and choose education that falls in different classifications. Some categories have CPE Point and Hours 'caps', this means there are restrictions on the quantity of education you can claim for that category, so pay close attention to these limits.

# 1 Core

Core includes foundational knowledge required for professional practice, for example a diploma of Remedial massage therapy or an Advanced Diploma of Myotherapy is considered 'Core' CPE. Core relates to formally qualified practitioners who demonstrate a comprehensive understanding of the dynamics and complexity of the human body, the key focus lies in the knowledge of the human musculoskeletal system, encompassing areas such as function, dysfunction, homeostasis, balancing, and rehabilitation. Examples of related qualifications include Physiotherapy, BHSc Musculoskeletal, and BHSc Human Movement.

➔ *Members will automatically be awarded CPE points/hours for the above qualifications when joining the Association. No more than 50 CPE Points or 120 hours can be claimed for any one event. When updating CPE Points and Hours, add the points as reflected above and include hours studied, when exceeding 120 hours, enter the maximum 120 hours.*

To see an example of what CPE points and hours could look like, please review page 6.

Core	CPE Points
CPR Annually	5
<b>Ethics in Practice (Mandatory)</b>	5
<b>First Aid Refresher (Mandatory)</b>	10
Mental Health First Aid	10
Cert IV – Massage Therapy	30
Diploma – Remedial Therapy	40
Advanced Diploma – Myotherapy	50
Bachelor in Health Science that qualifies for membership (Musculoskeletal, Myotherapy etc)	50

# 2 Professional & Technical

## Professional A – Adjunct qualifications

Adjunct knowledge for professional practice or currency of skills of the therapist that is delivered with a formal qualification, these are often an Australian Qualifications Framework (AQF) tertiary course. The Australian Qualifications Framework is the national policy responsible for regulating courses in Australian education and training. This element includes techniques and tools that may not have been fully covered in the therapist's original formal qualifications. For example, this would include qualifications in Business, Management, Health, Psychology, Yoga, etc.

## Professional B – Massage Therapy

Adjunct knowledge for professional practice or currency of skills of the therapist that is delivered without formal certification and does not necessarily require examination or assessment. This would be typically delivered by an industry specialist in a seminar or lecture style. This element may replicate some of the techniques as described in Professional A. Many CPE events currently offered by the Association fall into this category. Third Party Providers refers to education that is not endorsed through the Massage & Myotherapy Australia endorsed education Activities Program, see Professional C for more information on endorsed education.

## Professional C – Endorsed Education Activities Program (EEAP)

Another option is to attend a Massage & Myotherapy Australia Endorsed Education Activities Program (EEAP) course. The programs revise, enhance, and build on education derived from initial or foundational massage therapy courses. The National Education Committee extensively assesses the content of each EEAP application that expands and enhances the knowledge base as postgraduate opportunities. They can also be characterised by program design that offers newly emerging concepts, principles, theories and research in massage, bodywork, and healthcare

➔ *No more than 50 CPE Points or 120 hours can be claimed for any one event. Members can claim for ongoing bachelor and/or master's degree studies, distributed annually, allocated over the life of the program a maximum of 50 CPE Points or 120 hours annually. Early withdrawal from a program may mean CPE are altered or removed at the Associations discretion.*

To see an example of what CPE points and hours could look like, please review page 6.

Professional & Technical	CPE Points		
<b>Professional A – Adjunct qualifications</b>			
Additional Cert IV / HLT	30		
Additional Diploma /HLT	40		
Additional Degree	50		
<b>Professional B – Massage Therapy related</b>			
<b>Massage &amp; Myotherapy Australia</b>			
M&MA Webinar	5		
M&MA Workshop	Half Day	Full Day	Two days
	5	15	30
M&MA Pre-Conference Workshop	15		
M&MA National Conference	40		
M&MA Wet Lab	Half Day	Full Day	
	10	15	
M&MA HALO Module	<i>As Advertised</i>		
<b>Third Party Providers (Not endorsed through the Association)</b>			
Other Workshop	Half Day	Full Day	Two days
Example: Oncology Massage, MLD, Pregnancy Massage	5	10	20
Other Seminars, Symposiums, Conferences	5	10	20
Online Courses	5	10	20
Online Course Platform Subscriptions	10 Per annum		
Other Webinars	2		
<b>Professional C – EEAP</b>			
Symposium, Conference, Seminar	15		
EEAP Workshop	Half Day	Full Day	Two days
	5	10	30
Online Courses	<i>As Advertised</i>		
Online Subscriptions	<i>As Advertised</i>		

### 3 Non-Technical & Personal Effectiveness

Knowledge or practice that increases therapists' knowledge in researching, reflecting and implementation of change in their practices. This element assists practitioners to build and develop their business either as a sole practitioner, employer, as an employee or part of a multimodality practice. This element also covers learning through reflective practice and the importance of communication with clients, other health professionals and peers.

→ *Members are restricted to claiming 2 entries. For example, 2 books per year, and 2 Case Studies per year. Hours are capped at 25 hrs for any single entry.*

*To see an example of what CPE points and hours could look like, please review page 6.*

Non-Technical & Personal Effectiveness	CPE Points
Instructional Books	5
Massage & Myotherapy Journal (all four editions annually)	5
Mentee Session	5
Mentor Session	5
Other Industry Journals	5
Health or Holistic Conference	15
Subscribing to Online education platform	5
Massage & Myotherapy Australia Surveys and Polls	5
Case Study	15

### 4 Non-Technical & Industry

The sharing of individual knowledge that contributes to industry at large and acknowledging the commitment by those who work internally for the Association, for example Committee members, etc.

→ *Capped at no more than 2 per year and 25 hours. Ambassadors are required to be 'Active' in order to claim CPE Points.*

*To see an example of what CPE points and hours could look like, please review page 6.*

Non-Technical & Industry	CPE Points
National Board of Directors	10
National Committee of the Board	10
Massage & Myotherapy Australia Ambassador	10
Regional Group Facilitators	10

### 5 Professional Engagement & Industry Content

#### Industry A

Professional practice, promotion and profiling of the profession that upholds the integrity of the profession and indicates commitment as a practitioner. Examples include how you make a difference to your clients or the profession or how the industry makes a difference to the client. Examples may include charity events, volunteering for events, podcast production etc.

#### Industry B

This element is about research and publishing works that will develop the massage profession, treatment outcomes, and establish bodies of work that can be used by other health professionals, students, and peers. Examples can include research projects, producing material, this is often extensive. Research is the systematic investigation into a particular subject or problem to gain knowledge, insights, or understanding. It involves the collection, analysis, and interpretation of information to answer specific questions or solve problems. In the context of massage therapy, remedial massage therapy and myotherapy, research may encompass studies related to industry, practice, ailments and conditions.

→ *Capped at no more than 2 per year and 25 hours. Attendance required and to be audited separately from general CPE.*

*To see an example of what CPE points and hours could look like, please review page 6.*

Professional Engagement & Industry Content	CPE Points
<b>Industry A</b>	
Professional membership of another Association	5
AGM/EGM Participation	5
Structured in-house training	5
Regional Meetings	5
Travel of more than 60km for CPE	5
Certification Program Application	20
Certification Program Renewal/Recertification	10
<b>Industry B</b>	
Member of Practitioner Research & Collaboration Initiative (PRACI)	15
Voluntary Event / Charity Event	10
PRACI sub-study participation	5
Published Research	On enquiry
Research Project	On enquiry
Case Study	On enquiry

# HALO

HEALTH AND LEARNING ONLINE

MASSAGE & MYOTHERAPY AUSTRALIA

HALO currently features over 40 courses with additional modules being added based on feedback provided. Currently therapists can learn and review topics such as Ethics, treatment of specific conditions, business, and theory. For more information and to participate in HALO, check out the Associations website:



[www.massagemyotherapy.com.au/Education/HALO](http://www.massagemyotherapy.com.au/Education/HALO)

## Ethics in Practice

Ethics in Practice mandatory module was designed to address ethical dilemmas members may face, the module is an excellent way to learning about principles of ethics and provides members with the opportunity to enhance their knowledge and reflect on how these apply to professional practice.

Members are required to complete Ethics in Practice in the first year of membership and every 3 years on an ongoing basis, this allows the Association to assure the public that Massage & Myotherapy Australia members meet strict professional standards.

## Educational Hours

Massage & Myotherapy Australia offers a comprehensive Continuing Professional Education (CPE) Program, designed to enhance members' continuous dedication to education. In order to accurately capture this commitment, the Association now requires members to log their hours when claiming CPE Points. This is a very similar process to claiming CPE Points on the Association website, with a single additional step or by notifying the Association in writing. Members may also provide supporting evidence of their education, such as certificates, receipts, or letters from education providers. Please ensure hour caps (restrictions) are observed when claiming hours.

**Disclaimer:** *Massage & Myotherapy Australia reserves the right to remove, amend or adjust any point values, HALO content or EEAPs Provider. Should you have any complaint in relation to EEAPs workshops or coursework and events by third parties please contact the provider directly in the first instance. Massage & Myotherapy Australia takes no responsibility for the delivery, rescheduling or business and payment arrangement between EEAPs, third parties and the attendee. Massage & Myotherapy Australia strongly recommends that attendees read the Terms and Conditions of any provider before registering and fully understand the Terms and Conditions before registering for any coursework or event.*



## What is ineligible for CPE Points?

**Private Health Funds legislative requirement is 'ongoing study', daily work is not inclusive of Continuing Professional Education. CPE is the continued dedication to increasing knowledge through study. Paid Work and streaming videos outside of formal education is not eligible for CPE Points.**

**If you are unsure contact the Massage & Myotherapy Australia office either via email [info@massagemyotherapy.com.au](mailto:info@massagemyotherapy.com.au) or call 03 9602 7300.**

## Claiming your CPE Points

- 1 Login to the Massage & Myotherapy Australia website.**  
 Note: If you're unsure of your login details, click 'Forgotten Password?'  
 You will receive an email at the email address registered with Massage & Myotherapy Australia – don't forget to check your junk mail!
- 2 Select 'Education' and click 'Record your CPE Points'.**
- 3 Ensure you fill out the online form to claim CPE Points!**  
 If you're unsure about the eligibility of a topic, or how many points you are eligible to claim, please refer to this planner before claiming. Please keep in mind you cannot claim points for a topic that is taking place in the future. Unsure? Ask the Association. Don't forget to click '**Activity complete**' and to hit Save.
- 4 As you complete further CPE activities, update your CPE points online. It's best to update your CPE points near when you complete education to ensure you make the most of your education.**



**MASSAGE & MYOTHERAPY AUSTRALIA**

## National Conference

On offer is a range of speakers and workshops. Add a Pre or Post Conference Workshop and get **55 points and 25 hours!**

## Example of recording your CPE Points and Hours

### Unsure about where to start?

Review the list of CPE entries below to get an idea of how this member has achieved and updated their points for the previous year. This is an example of how a member could structure their CPE Points to ensure that they address the different Massage & Myotherapy Australia CPE categories:

Activity Title	Completed	Type	Points	Hours
Massage & Myotherapy Australia Webinar	20/02/2024	Professional and Technical	5	1
Massage & Myotherapy Australia Workshop	23/04/2024	Professional and Technical	15	7
Regional Group Facilitator 2023	27/03/2024	Non-Technical and Industry	10	6
Online Business Studies Platform	01/02/2024	Non-Technical Personal Effectiveness	5	15
HALO Module	08/03/2024	Professional and Technical	5	2
In house training - Assessment review	15/04/2024	Professional Engagement and Industry Content	5	2
Ethics in Practice	05/01/2024	Core	5	1
First Aid Refresher	22/02/2024	Core	10	6
<b>TOTALS</b>			<b>60</b>	<b>40</b>



**Register online and book your courses and put it in your calendar!**  
**You have now planned your CPE activities.**

If you have any questions, contact Massage & Myotherapy Australia  
 Ph: 03 9602 7300 or email: [info@massagemyotherapy.com.au](mailto:info@massagemyotherapy.com.au).