



EHPA Continuing Professional Development Program

Version 2.17



Version	Date	Person	Amended
2.17	7/10/2015	J. Draper	Finalised compiled amendments from CPD Committee and EHPA Board comments.

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1. Background

Continuing Professional Development (CPD) is defined as “the systematic maintenance, improvement and broadening of knowledge and skill, and the development of personal qualities necessary for the competent execution of professional and technical duties throughout a professional’s working life”.

CPD is important as Environmental Health Professionals (**EHPs**) can no longer simply rely on their initial qualifications to ensure they have adequate skills, knowledge and practices. Environmental health is ever changing and constantly throws up new challenges with:

- Technological changes;
- Social change;
- Scientific understanding;
- Emerging diseases;
- Changing community expectations;
- Changing government policy and direction

EHPs must take individual responsibility for lifelong learning, continuing development and career progression.

To keep at the forefront of our industry, EHPA proposes a CPD program that enables members to gain credit of professional development activities. It is the intention that the CPD points acquired through professional development can be easily achieved by a participant that is moderately active with Environmental Health Professionals Australia Limited (**EHPA**) or within their professional activities. A highly active member will easily achieve the points via the normal course of attending meetings, forums and training, while a participant who is not particularly active will need to specifically arrange activities to ensure they are maintaining a suitable level of professional development.

The program is not intended to be onerous but it does require some commitment and organisation (particularly with record keeping). The evidence requirements are intended to be transparent and robust, so that employers can rely on the fact that EHPA is adequately monitoring and validating members claims.

2. Policy

1. It is EHPA’s policy to establish and implement a Continuing Professional Development program for its members.
2. Successful completion and maintenance of Continuing Professional Development allows the use of the post–nominal MEHPA (CPD).
3. EHPA will maintain a public CPD register available on the EHPA website (**Register of Completion**).
4. It is EHPA policy that members must have successfully completed at least one cycle of CPD to participate in the Certified Professional of Environmental Health (**CPEH**) Program. Successful completion of the CPEH Scheme (and maintenance of CPD) allows the use of the post nominal “CPEH” by the participant.

3. Operation of the CPD program

The CPD program requires participants to earn 70 CPD points over a two (2) consecutive years (pro rata for part time). These points are earned by undertaking a range of CPD activities including: attendance at conferences, seminars and training courses, involvement in the management activities of EHPA or other professional bodies, post-graduate studies, publication or presentation of papers. It is recognised that professional development can be undertaken in a wide range of subject areas, including technical and management topics and related activities of individual choice.

The scheme is administered by the following parties:

- EHPA Executive Officer
- EHPA CPD Committee (CPD Committee)
- EHPA Board of Directors (EHPA Board)

3.1 Initial participant requirements

In order to be participate in the CPD program, a participant must:

1. be a member of EHPA; and
2. apply for admission to the CPD program (see appendix 2).

If points are to be claimed on a pro-rata basis, verification evidence must also be provided for this. Evidence for pro-rata will normally be either a copy of the participant's current position description or a letter from the participant's employer.

Participants in the scheme are required to maintain their own log-book (either via the EHPA website or personal hard copy) and keep their own supporting evidence. At the end of the first 2-year cycle the participant may make application to receive a *Certificate of Completion* (see appendix 3). The application is made to the Executive Officer must include a copy of the participants log book. The log book will be reviewed by the CPD Committee and they may also request a copy of the supporting evidence (as per the audit requirements in section 4). Where the log (and supporting evidence if required) are accepted, a *Certificate of Completion* for that cycle will be issued and the participant will be listed on the EHPA website as having successfully completed that CPD cycle.

The application to participate in the CPD program includes an agreement that if the participant is successful, the participant will be listed on the '*Register of Completion*'. This enables employers or clients to independently verify that participants have completed and/or been maintaining CPD.

3.1.1 Signing up mid cycle

You can sign up in the second year of the cycle; however you will need to be able to provide a minimum of 25 points of CPD for the previous year. When you begin your log you will also need go back and enter those 25 points of CPD for the previous year. Again, pro-rata is available for the previous year where the participant can provide verification.

3.2 Ongoing CPD requirements

Participants are required maintain their own log-book and keep their own supporting evidence for each 2-year cycle. At any time participants must be prepared to have their log books audited and provide supporting evidence if requested (see section 4). Participants must make application (as above) to receive a *Certificate of Completion* at the end of each 2 year cycle. .

The successful completion and maintenance of CPD is required to be eligible for the Certified Professional of Environmental Health (CPEH) program.

3.3 CPD Points Requirements

70 points are required to be earned over a two year period with a minimum of 25 points to be earned each year.

Points are allocated for specific CPD activities grouped under the broad categories of:

- A. Conferences, Seminars and Training;
- B. Academic Courses;
- C. Individual Studies;
- D. Participation in Professional and Technical Committees;
- E. Leadership in Professional and Technical Committees; and
- F. Professional and Technical Activities.

An individual must include at least 2 activities from Part A in each year.

Refer to Appendix 1 for detailed CPD Points table.

Where an activity is not listed or does not fit within the classifications, clarification must be sought from the CPD Committee (via the Executive Officer).

3.3.1 Pro-rata Points

Points may be earned pro-rata. Verification of hours worked must be provided to claim points on a pro-rata basis. The application form in appendix 2 includes a section for claiming pro-rata. Evidence will normally be in the form of a current Position Description or a letter from your employer/supervisor confirming the hours worked.

Application for a Certificate of Completion requires a declaration that your pro-rata status has not changed. Confirmation of your pro-rata status is also be required where and audit is undertaken.

Pro-rata points are calculated using the table below.

Table 1 - Pro-rata points

Requirement	Number of Points					
	1.0 EFT	0.8 EFT	0.6 EFT	0.5 EFT	0.4 EFT	0.2 EFT
	1 to 0.9	<0.9 to >0.6	<0.6 to >0.5	0.5	<0.5 to >0.2	0.2 or less
Number of points required to be earned over a two (2) year period	70	56	42	35	28	14
Minimum number of points per year	25	20	15	13	10	5

EFT = Effective Full Time Hours (38 hour week)

3.3.2 Individual studies

“Individual studies must be suitably verified and must specifically relate to the individuals professional needs“

This refers to studies that are outside of a nationally recognised training system and cannot thus easily be recognised by an academic transcript or certificate of attainment.

For example, an individual may undertake some private research to verify the food safety of the intestinal tracts of yabbies. This is done in conjunction with a local yabbie producer, but not in conjunction with an education facility. This work clearly relates to the Environmental Health role. Verification may be a copy of the final report detailing you as the co-author, or if it published a copy of the magazine/periodical (again detailing you as a contributor/author).

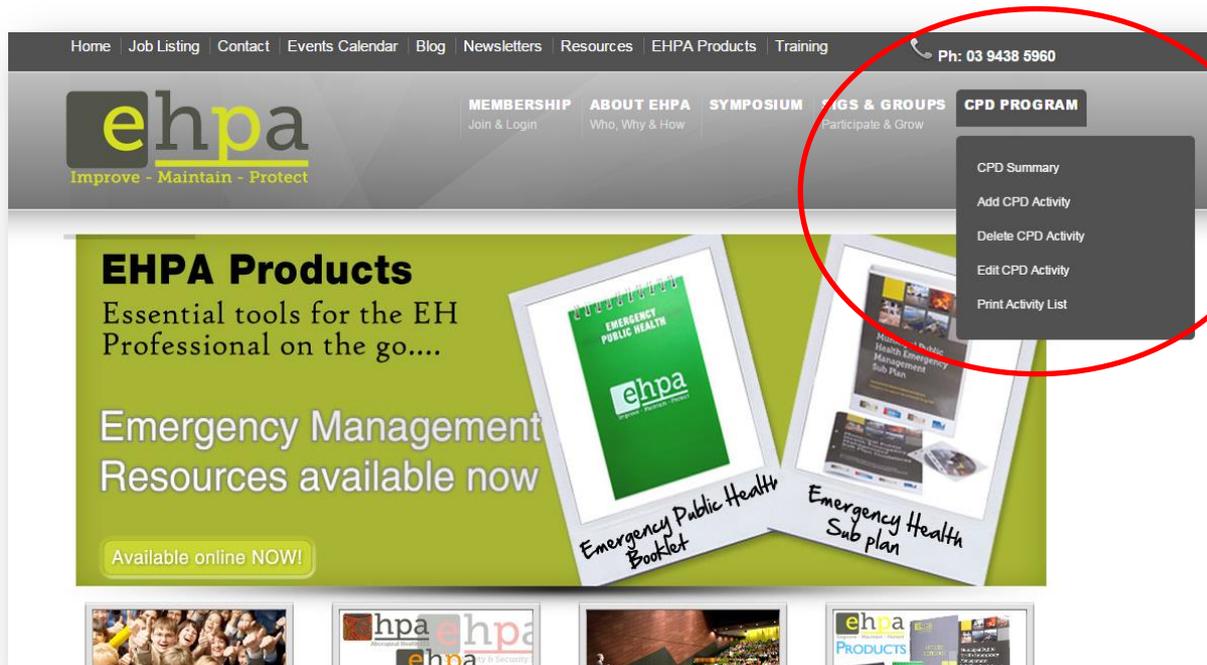
3.4 Record of Points

CPD points may be recorded either manually or electronically on the EHPA website.

It is EHPAs preference that points are maintained online via the EHPA website.

The EHPA online record is available via <http://ehpa.org.au/> or <http://ehpa.org.au/cpd-program/> (note you must be logged in to use this section).

Figure 1 – Picture: EHPA CPD Portal Entry



3.5 Evidence Portfolio

Participants must keep their own CPD portfolio of evidence for 24 months after the end of the two-year cycle.

The evidence must provide sufficient detail to enable the CPD Committee to verify the participant's involvement with the stated activity. EHPA recognises that some courses and undertakings are difficult to verify and the following list is provided to assist participants with the types of evidence required.

Figure 2 – Examples of suitable evidence for portfolio

- | | |
|---|---|
| <ul style="list-style-type: none"> • assessment reports • attendance lists • detailed diary notes • employer reports • enrolment records • statutory declarations | <ul style="list-style-type: none"> • minutes • transcripts • receipts of payment of CPD activities • attendances confirmation • copies of presentation notes • certificates of attendance |
|---|---|

The evidence guide in Appendix 7 is provided to give members and the CPD Committee an understanding of what is generally considered suitable as evidence. The evidence guide is a guide only and is not considered exhaustive.

Different activities may require varying levels of evidence. For instance diary notes alone are not adequate evidence for attendance at a conference or symposium. A letter from the

participant's employer/supervisor would be suitable evidence regarding participation with employer based training/in-house training.

Evidence of pro-rata status must also be kept by a participant and produced if the participant is selected for an audit. Evidence for pro-rata will normally be either a copy of the participant's current position description or a letter from the participant's employer.

3.6 Audit

An audit of a participant's CPD activities may be requested by the Executive Officer or CPD Committee. An audit may be of either one or two years of records and may be within the current or previous CPD cycle. EHPA will audit a minimum of 10% of participants per year. Notification of an audit will be provided in writing (both mail and email) and will clearly outline the period being audited.

Once requested, a member has 28 days from the date of the written request to submit the following:

- a statement of the CPD activities undertaken during the CPD year(s) that are the subject of the audit;
- a Statutory Declaration; that the evidence provided is true and correct
- evidence to support the claimed CPD activities; and
- evidence of pro-rata status (if being claimed).

A failure to produce CPD records and evidence when requested by EPHA or a failure to undertake the required amount or type of CPD activities will result in the cancellation of any *Certificate of Completion* granted for that period and removal from the *Register of Completion*.

An audit request is NOT subject to appeal.

If a member fails an audit, they may appeal the decision in accordance with 3.8.

3.7 Temporary exemption from CPD

The EHPA Board, on application of a participant undertaking CPD (see appendix 4), may exempt the participant from CPD where the EHPA Board considers that it is reasonable to do so because of the special circumstances of the participant. Special circumstances may include but are not limited to that the participant is absent from professional duties for an extended period within a CPD period or has a condition rendering it unreasonable to require the person to undertake full CPD activities.

CPD may be suspended (or reduced) in cases of extended leave (e.g. maternity or long service leave) on application by a participant.

A member may be exempted from the whole or part (pro-rata may be applied) of the CPD requirement for a specified period of time that the Board that considers reasonable under the circumstances. Supporting evidence (such as a medical certificate) may be requested. The decision is not subject to appeal.

3.8 Appeals

3.8.1 Request for a review of evidence

Where a participant fails an audit and:

- (a) believes that the evidence produced has been unfairly assessed; or
- (b) special circumstances existed which made compliance with the CPD program difficult to achieve within the given time frame,

the participant may request the CPD Committee review the evidence.

To make a request a member must do the following:

1. An appeal request must be made within 28 days from the date that the notification of decision was sent;
2. The request must be made in writing using the form provided in appendix 5.

Upon receiving a request, the CPD Committee will then reassess the evidence in light of the matters raised. The CPD Committee will provide its decision to the participant in writing (both mail and email). If the candidate is again unsuccessful the CPD Committee will provide written detail as to why.

The CPD Committee will endeavour to respond to the applicant within 60 days.

3.8.2 Appeal of CPD Committee decision

If the participant is again unsuccessful and is aggrieved by the decision of the CPD Committee, the participant may appeal the decision to the EHPA Board.

To make a request a member must do the following:

1. The request to appeal must be made within 28 days of the date of the written review decision from the CPD Committee.
2. The request must be made in writing using the form provided in appendix 6.

The EHPA Board will conduct a review and may request a meeting. A final decision will be made and provided in writing to the applicant.

The EHPA Board will endeavour to respond to the applicant within 60 days.

The decision of the EHPA Board is final and no additional appeal may be undertaken

4. CPD Committee

The CPD Committee members are endorsed by the EHPA Board. The CPD Committee is made up of 3 – 5 individuals and is voluntary.

Committee members will be:

1. members of EHPA
2. suitably experienced to undertake assessment of the CPD evidence.

An individual may receive a request from the EHPA Executive Officer or the EHPA Board to become a member of the CPD Committee or the individual may volunteer themselves to undertake the role. The EHPA Board will review the request and if the candidate is suitable endorse them as a member of the CPD Committee.

Preference will be given to individuals who are:

- current with their CPD and listed on the CPD register;
- are Certified Professionals of Environmental Health (CPEH)
- have at least 5 years' experience as an Environmental Health Professional (or in a specialist role);
- have experience in supervision or management;
- have a qualification in quality auditing or similar;
- have a qualification in Training and Assessment or similar.

The CPD committee will normally meet 3 times per year.

5. Glossary

EHPA	Environmental Health Professionals Australia Ltd
EHPA Board	The current serving Board of Directors for Environmental Health Professionals Australia Ltd
CPD	Continuing Professional Development scheme operated by Environmental Health Professionals Australia Ltd
CPEH	Certified Professional of Environmental Health scheme operated by Environmental Health Professionals Australia Ltd
CPD Committee	The Environmental Health Professionals Australia Ltd Continuing Professional Development Committee endorsed by the EHPA Board of Directors
Executive Officer (EO)	The Executive Officer of Environmental Health Professionals Australia Ltd

Appendix 1 – CPD Points Table

An individual must include at least 2 activities from Part A in each year.

Activity	Points
A. Conferences, Seminars, Training:	
1. EHPA Conferences	5 per day (Max 30 p.a.)
2. EHPA Seminars/Courses/Technical Meetings 5 per day;	3 per ½ day (Max 30 p.a.)
3. Seminars/Courses/Technical Meetings conducted by other professional organisations (e.g. PHAA, AHPA, AIM, AWA)	5 per day; 3 per ½ day (Max 20 p.a.)
4. Conferences conducted by other professional organisations	5 per day (Max 20 p.a.)
5. Training/short courses conducted in-house by employer or other organisation (e.g. budgeting; business management)	5 per day; 3 per ½ day; 1 per hr (Max 20 p.a.)
B. Academic Courses (non full-time students):	
1. Postgraduate studies full year part-time/external	40 pa
2. Postgraduate studies one semester part-time/external	20 pa
3. Bachelors Degree full year part-time/external	40 pa
4. Bachelors Degree one semester part-time/external	20 pa
5. Associate Diploma, Diploma, Advanced Diploma full year	30 pa
6. Associate Diploma, Diploma, Advanced Diploma one semester	15 pa
7. Certificate full year part-time/external	20 pa
8. Certificate one semester part-time/external	10 pa
C. Individual Studies	
1. Personal research not included in B. <i>(to be verified by supervisor)</i>	1 per hr (Max 20 p.a.)
D. Participation in Professional and Technical Committees:	
1. EHPA Professional Committees, Government Committees, other professional committees	2 per mtg. (Max 20 p.a.)
2. EHPA Board/Group/Committee Meetings	
E. Leadership of Professional and Technical Committees:	
1. EHPA Office Bearer/SIG Convenor	20 p.a. (pro rata)
2. EHPA director, SIG Secretary, Regional Secretary, Editors	15 p.a. (pro rata)
3. EHPA Course Manager of Nationally Recognised Training; Conference Convenor	15 per course/conference
4. Short Course Coordinator	10 per course
F. Professional and Technical Activities:	
1. Presentation of lecture/papers at an EH/PH conference	20 per paper
2. Publishing of a paper in an approved peer-reviewed journal	40 per paper
3. Publishing of a paper in a non peer-reviewed journal	10 per paper
4. Presentation of a paper/lecture in a non-conference forum, e.g. school, university, community event	10 per paper
5. Active participation in approved EHPA Project team	1 per hr (Max 20 p.a.)

Appendix 2 – Application for admission to EHPA CPD program

Application for admission to EHPA Continuing Professional Development (CPD) program



Please complete and return to:

Bernadet Ferraro, Executive Officer
 Environmental Health Professionals Australia Ltd
 PO Box 378, DIAMOND CREEK VIC 3089
 Tel.: 9438 5960 Fax: (03) 9438 5955
 Email: bernadet.ferraro@ehpa.org.au

Full Name:					
Preferred name:					
Position title:					
Date of Birth:					
Council / Organisation:					
Postal Address:					
Phone:		Mobile:		Fax:	
Email:					
EHPA Membership Number:					

Is pro-rata being applied for? Yes/No

Pro-rata rate being applied for:

Evidence attached?

Agreement

I _____ agree to undertake EHPA CPD in compliance with the Environmental Health Professionals Australia Continuing Professional Development Programme as updated. I also agree that upon meeting CPD my name may be listed on the *Register of Completion*. I agree that if I do not maintain my CPD or comply with the outlined programme my name will be removed from the list as previously detailed. I further agree that I will not use the post-nominal “MEHPA (CPD)” unless I have a current *Certificate of Completion*.

Signed: _____

Dated: _____

Appendix 3 – Application for Continuing Professional Development Certificate of Completion



Please complete and return to:

Bernadet Ferraro, Executive Officer
Environmental Health Professionals Australia Ltd
PO Box 378, DIAMOND CREEK VIC 3089
Tel.: 9438 5960 Fax: (03) 9438 5955
Email: bernadet.ferraro@ehpa.org.au

Via Email

Please include the following:

To: bernadet.ferraro@ehpa.org.au

Header: EHPA CPD Certificate of Completion 20xx/xx

I wish to apply for my Certificate of Completion for the EHPA Continuing Professional Development of the 20xx/20xx cycle.

Please find attached a copy of my log book/CPD record for the cycle. I confirm that this log book is true and correct.

As detailed in my original signed application, I understand that upon meeting CPD my name may be listed on the *Register of Completion*.

I further consent to have my Certificate posted to me.

'Your request must be sent from a verifiable email, preferably your work email'

Via Mail

Bernadet Ferraro
Executive Officer
Environmental Health Professionals Australia Ltd
PO Box 378
DIAMOND CREEK VIC 3089

Dear Bernadet,

EHPA CPD Certificate of Completion 20xx/xx

I wish to apply for my Certificate of Completion for the EHPA Continuing Professional Development of the 20xx/20xx cycle.

Please find attached a copy of my log book/CPD record for the cycle. I confirm that this log book is true and correct.

As detailed in my original signed application, I understand that upon meeting CPD my name may be listed on the *Register of Completion*.

I further consent to have my Certificate posted to me.

'Your letter must be signed'

Appendix 4 – Application for temporary exemption of CPD

Application for temporary exemption from the EHPA CPD program



Please complete and return to:

Bernadet Ferraro, Executive Officer
 Environmental Health Professionals Australia Ltd
 PO Box 378, DIAMOND CREEK VIC 3089
 Tel.: 9438 5960 Fax: (03) 9438 5955
 Email: bernadet.ferraro@ehpa.org.au

First Name:					
Surname:					
Phone:		Mobile:		Fax:	
Email:					
EHPA Membership Number:					

The EHPA Board, on application of a member undertaking CPD, may exempt the member from CPD where the Board considers that it is reasonable to do so because of the special circumstances of the member. Special circumstances may include but are not limited to that the member is absent from professional duties for an extended period within a CPD period or has a disability rendering it unreasonable to require the person to undertake full CPD activities.

A member may be exempted from the whole or part (pro-rata may be applied) of the CPD requirement for a period determined by the Board that it considers to be reasonable in the circumstances.

I _____ wish to apply for a temporary exemption from the EHPA CPD Programme:

Reason:				
Period of exemption:	From:		To:	

Signed: _____ Dated: _____

Appendix 5 – Request for review of CPD evidence

Request for a review of EHPA CPD evidence



Please complete and return to:

Bernadet Ferraro, Executive Officer
Environmental Health Professionals Australia Ltd
PO Box 378, DIAMOND CREEK VIC 3089
Tel.: 9438 5960 Fax: (03) 9438 5955
Email: bernadet.ferraro@ehpa.org.au

This form must be submitted within 28 days of the date of notification of non-compliance or failure to complete the EHPA CPD Programme.

Office Use:

Date Notification sent:		Date request received:		Days:	
Received within time frame (Circle):	Proceed: Referred to CPD Committee	Not received within timeframe.	Letter: not received within timeframe		

First Name:					
Surname:					
Phone:		Mobile:		Fax:	
Email:					
EHPA Membership Number:					

I _____ wish to apply for a review of the evidence I provided for the purposes of proving that my claimed CPD points are true and correct.

Reason:	
---------	--

Signed: _____ Dated: _____

Appendix 6 – Request to appeal CPD Committee decision

Appeal of EHPA CPD Committee decision



Please complete and return to:

Bernadet Ferraro, Executive Officer
 Environmental Health Professionals Australia Ltd
 PO Box 378, DIAMOND CREEK VIC 3089
 Tel.: 9438 5960 Fax: (03) 9438 5955
 Email: bernadet.ferraro@ehpa.org.au

This form must be submitted within 28 days of the date of notification that a review decision for the EHPA CPD Programme was not successful

Office Use:

Date review decision sent:		Date appeal received:		Days:	
Received within time frame (Circle):	Proceed: Referred to EHPA Board of Directors	Not received within timeframe.	Letter: not received within timeframe		

First Name:					
Surname:					
Phone:		Mobile:		Fax:	
Email:					
EHPA Membership Number:					

I _____ wish to appeal against the decision of the EHPA CPD Committee.

Reason:	
---------	--

I accept that the EHPA Board of Directors decision is final and that no further appeal is possible.

Signed: _____ Dated: _____

Appendix 7 – Evidence Guide

- 70 points are required to be earned over a two year period with a minimum of 25 points to be earned each year.
- An individual must include at least 2 activities from Part A in each year.

The evidence guide is provided to give participants and the CPD Committee a clearer understanding of what is generally considered suitable evidence.

The evidence guide is not considered exhaustive, it is a guide only.

Generally evidence will need to contain 'your' name showing attendance somewhere, particularly with minutes of a meeting. Some events, like Department of Health seminars, don't have certificates etc. and for these proof you have registered is enough (e.g. a copy of the Eventbrite ticket).

Table 2 – Evidence Guide

Activity	Points	Evidence
A. Conferences, Seminars, Training:		
<i>Must complete a minimum of 2 of these in each year</i>		
1. EHPA Conferences	5 per day (Max 30 p.a.)	Certificate of Attendance Proof of enrolment and payment
2. EHPA Seminars/ Courses/ Technical Meetings 5 per day;	3 per ½ day (Max 30 p.a.)	Certificate of Attendance Proof of enrolment and payment
3. Seminars/ Courses/ Technical Meetings conducted by other professional organisations (e.g. PHAA, AHPA, AIM, AWA)	5 per day; 3 per ½ day (Max 20 p.a.)	Certificate of Attendance Proof of enrolment and payment Eventbrite ticket or similar
4. Conferences conducted by other professional organisations	5 per day (Max 20 p.a.)	
5. Training/short courses conducted in-house by employer or other organisation (e.g. budgeting; business management)	5 per day; 3 per ½ day; 1 per hr (Max 20 p.a.)	Certificate of Attendance Copy of signed completed attendance register Copy of email confirming attendance
B. Academic Courses (non full-time students):		
1. Postgraduate studies full year part-time/external	40 pa	Proof of enrolment Academic Transcript Copy of Certificate
2. Postgraduate studies one semester part-time/external	20 pa	
3. Bachelors Degree full year part-time/external	40 pa	
4. Bachelors Degree one semester part-time/external	20 pa	
5. Associate Diploma, Diploma, Advanced Diploma full year	30 pa	
6. Associate Diploma, Diploma, Advanced Diploma one semester	15 pa	
7. Certificate full year part-time/external	20 pa	
8. Certificate one semester part-time/external	10 pa	

C. Individual Studies¹		
1. Personal research not included in B. <i>(to be verified by supervisor)</i>	1 per hr (Max 20 p.a.)	Copy of final report Published findings Minutes detailing presentation of findings Letter from supervisor
D. Participation in Professional and Technical Committees:		
1. EHPA Professional Committees, Government Committees, other professional committees	2 per mtg. (Max 20 p.a.)	Minutes of meetings showing attendance Signed note confirming attendance (by convenor or EO)
2. EHPA Board/Group/Committee Meetings		
E. Leadership of Professional and Technical Committees:		
1. EHPA Office Bearer/SIG Convenor	20 p.a. (pro rata)	Your name must be listed on the EHPA Leadership of Professional and Technical Committees end of year schedule
2. EHPA director, SIG Secretary, Regional Secretary, Editors	15 p.a. (pro rata)	
3. EHPA Course Manager of Nationally Recognised Training; Conference Convenor	15 per course/conference	
4. Short Course Coordinator	10 per course	
F. Professional and Technical Activities:		
1. Presentation of lecture/papers at an EH/PH conference	20 per paper	Confirmation email from organiser Copy of the program showing you as a presenter
2. Publishing of a paper in an approved peer-reviewed journal	40 per paper	Copy of the publication Photo of Cover, contents and page where your name appears
3. Publishing of a paper in a non peer-reviewed journal	10 per paper	
4. Presentation of a paper/lecture in a non-conference forum, e.g. school, university, community event	10 per paper	Confirmation email from organiser Copy of the program showing you as a presenter
5. Active participation in approved EHPA Project team	1 per hr (Max 20 p.a.)	Email from Convenor, EHPA Board or EO detailing participation

¹ Individual studies must be suitably verified and must specifically relate to the individuals professional needs.