



[www.hypnotherapyandnlp.org.au](http://www.hypnotherapyandnlp.org.au)

**EMAIL:** [info@hypnotherapyandnlp.org.au](mailto:info@hypnotherapyandnlp.org.au)

**Phone:** Vice President – Ian 0400776558

## **Continuing Education Record**

**1<sup>st</sup> Sept 2015 – Aug 31st 2016**

## Notes & Reminders

## Personal Details

**FULL NAME:** .....

**MEMBERSHIP No:** .....

Date of Birth: .....

**BUSINESS ADDRESS:** .....

.....

CITY: ..... STATE: .....

POSTCODE: .....

**HOME ADDRESS:** .....

.....

CITY: ..... STATE: .....

POSTCODE: .....

**PHONE:**

BUSINESS: ..... HOME: .....

MOBILE: .....

WEBSITE: .....

EMAIL: .....



# CONTINUING EDUCATION

## Allocation of C.E Points

**Total Of 60 Points**

**Needed For Annual Practitioner Registration**

Activity	Points Allocated	Maximum Points Per Year
Regular AAPHAN Monthly meetings	3 Extra 3 Points if you make Presentation	30
Attendance at AAPHAN's AGM	5	
Attending one day AAPHAN seminar	10	40
Classroom hours for NLP Hypnotherapy/courses/seminars/workshops taken	2 Points per Hour	
Workshops, Conferences or Seminars relevant to Health Care	1 Point per Hour	
Articles submitted for publication on AAPHAN's website	5	20
Case studies submitted to AAPHAN's Transcript	2	2
Individual tutorials for AAPHAN's members	1 per Hr	20
Mentoring and Supervision	1 per Hour	10
Extensive specific and related reading	5 per Technical Book	20
Contribution to relevant professional publications	5	20
First Aid courses	10	10
CPR Annual Certificate	5	5
Service on AAPHAN Management Committee/Sub-committees	10	10
Delivering approved courses and workshops in NLP and Hypnotherapy	2 Points per Hour	30
Delivering PR talks	5	10
<b>Actual total</b>		

### It Is The Responsibility Of The Practitioner

to keep authorised records of all Continuing Education activities.

### This Record Book Must Be Attached To

**The Annual Renewal Form** so that a points assessment can be made by the Registration Board or its representatives.

# CONTINUING EDUCATION

Registered Hypnotherapy and/or Neuro linguistic Programming Practitioners are required to acquire 60 points per year in order to renew their registration.

Points will be allocated by the Board Of Registration or its nominated officer for the following and will be based on actual or nominal hours expended.

- Classroom hours for courses taken
- Attendance at regular AAPHAN meetings
- Articles submitted for publication on AAPHAN's website or official News sheet
- Case studies submitted for publication on AAPHAN's website
- Individual tutorials
- Approved groups sessions
- Mentoring and Supervision.
- Workshops, Conferences and Seminars relevant to health-care professions.
- Papers submitted on self-directed research
- Extensive specific and related reading
- Contribution to relevant professional publications
- Professional practice
- Practical assessments
- Supervised practice
- First Aid courses.
- Service on the Management Committee or Sub-committees
- Delivering approved courses and workshops.

### RESPONSIBILITY

It is the responsibility of the Practitioner applying for re-registration to provide authorized details of continuing education acquired during the past year together with their Application for Renewal form.

Inclusion of Practitioner profiles on the Web site will be conditional on having their Registration renewed.

Members who are qualified but not practicing are classified as Members in accordance with our Bylaws Appendix B3(g) and are not required to undertake continuing education, but it is recommended.

# CONTINUING EDUCATION

## DOCUMENTARY EVIDENCE REQUIRED

- I enclose certified COPIES of all new certificates, transcripts etc with my application.
- The bylaws of the Association require that entry into all grades of membership above that of Associate
- Member is based on satisfactory completion of acceptable training programmes & that all awards be fully authenticated.
- Authorised evidence of having submitted four technical articles is required.

Grade Applied For -  Registered  Non Practising

If Registered  Full Time  Part Time

### CHECK LIST

Copies enclosed

Please Tick ✓

1. Course/Training details .....
2. Authorised record of meeting attendance .....
3. Presentations given .....
4. Technical Books read.....
5. Committee meetings (AAPHAN) .....
6. Committee meetings (Allied associations) .....
7. PR presentations .....
8. Other .....



## Points Record Sheet for Ongoing Education

1/09/2015 till 31/08/2016

Date: .....  
 Activity: .....  
 Trainer: .....  
 Hrs Attended: .....

Trainer's Stamp  
of  
Verification

<b>OFFICIAL USE ONLY</b>	Sighted and Authorised	Auth Pts	Cum Pts
Authorised By .....		Date .....	

Date: .....  
 Activity: .....  
 Trainer: .....  
 Hrs Attended: .....

Trainer's Stamp  
of  
Verification

<b>OFFICIAL USE ONLY</b>	Sighted and Authorised	Auth Pts	Cum Pts
Authorised By .....		Date .....	

Date: .....  
 Activity: .....  
 Trainer: .....  
 Hrs Attended: .....

Trainer's Stamp  
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Date: .....  
 Activity: .....  
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Authorised By .....	Date .....		



# To Be Graded A Registered Practitioner

## The Following MUST Be Included:

- **SENIOR FIRST AID CERTIFICATE**

Date Completed: .....  
 Organisation: .....  
 Trainer: .....

Trainer's Stamp  
of  
Verification

<b>OFFICIAL USE ONLY</b>	Sighted and Authorised	Auth Pts	Cum Pts
Authorised By .....	Date .....		

- **CPR CERTIFICATE**

Date Completed: .....  
 Organisation: .....  
 Trainer: .....

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Authorised By .....	Date .....		

- **Permit (Blue Card)** or working with children if applicable in your State or declaration stating you do not work with children (send a photo copy of the Current Blue Card)

- **Evidence of having submitted** four technical articles for publication over the year.

- **Copies of all new certificates** with details of number of Classroom hours for each certificate



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