

Continuing Professional Development (CPD) Annual Log

1. At the beginning of each year, decide (with your Supervisor) on CPD needs for the coming year.
2. As each activity is completed, fill in details in relevant section of log.
3. Retain certificates etc in case you are required to produce them at a later stage e.g. for a **CPD Audit**
4. At the end of the year, complete Reflection
5. Have Supervisor sign-off log.
6. Retain signed logs (and relevant certificates) as evidence of CPD in case you are required to produce them at a later stage e.g. for a **CPD Audit**

Please find details on accepted CPD categories relevant to your membership category below:

Accredited Member (30 hours) Supervisor Member (30 hours) Pre-Accredited Member (10 hours)

IACP Accredited Member CPD Requirements

Category	CPD Requirement	Notes
Certified CPD	No Minimum	Includes certified workshops, courses, or seminars directly relevant to counselling and psychotherapy
Supervision Hours received	Maximum depends on Membership Category	Accredited Members may include up to 10 hours of supervision received towards their CPD requirements.
Uncertified and other CPD	No Maximum	<ol style="list-style-type: none"> 1. IACP Volunteering 2. Research and Writing (Counselling and Psychotherapy) 3. Counselling and Psychotherapy Practice-Specific Training (max. 5 hours)

IACP Supervisor Member CPD Requirements

Category	CPD Requirement	Notes
Certified CPD	No Minimum	Includes certified workshops, courses, or seminars directly relevant to counselling and psychotherapy
Supervision Hours received	Maximum depends on Membership Category	Accredited Supervisors may include up to 10 hours of supervision received towards their CPD requirements.
Supervision specific CPD	In addition to the general CPD requirements, supervisors must complete 10 hours of CPD activities	<ol style="list-style-type: none"> 1. Attending supervisor-specific workshops

	specifically focused on enhancing their competencies in providing effective supervision	<ol style="list-style-type: none"> 2. Attending Supervisor Events 3. Attending Supervisor Forums/Training or Seminars
Uncertified and other CPD	No Maximum	<ol style="list-style-type: none"> 1. IACP Volunteering 2. Research and Writing (Counselling and Psychotherapy) 3. Counselling and Psychotherapy Practice-Specific Training (max. 5 hours)

IACP Pre-Accredited Member CPD Requirements

<i>Category</i>	<i>CPD Requirement</i>	<i>Notes</i>
Certified CPD	No Minimum	Includes certified workshops, courses, or seminars directly relevant to counselling and psychotherapy
Supervision Hours received	Maximum depends on Membership Category	Pre-Accredited Members may include up to 3 hours of supervision received towards their CPD requirements.
Uncertified and other CPD	No Maximum	<ol style="list-style-type: none"> 1. IACP Volunteering 2. Research and Writing (Counselling and Psychotherapy) 3. Counselling and Psychotherapy Practice-Specific Training (max. 2 hours)

This image shows a single page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, leaving small margins at the top and bottom. There are no vertical margin lines, and the page is completely blank except for the lines themselves.

Membership No: _____ **Renewal Period :** _____ **to** _____

Pre-Accredited (10 Hours) ☐

Accredited (30 Hours) ☐

Supervisor (30 Hours) ☐

Declaration of Member:

I confirm the information I have supplied is correct and true. I confirm that I have read, understand and agree to comply with the IACP Continuing Professional Development Policy.

Name (*please print*) _____ Membership No. _____

Signature: _____ Date: _____

Declaration of Supervisor:

I confirm that I have seen *all* original documentation. I believe the CPD undertaken to be relevant and appropriate to the Counselling and Psychotherapy profession.

Name (*please print*) _____ Membership No. _____

Signature: _____ Date: _____

Notes:

You will be required to present original documentation to the IACP should you be subject to CPD audit.

Self-Care and Personal Therapy hours do not constitute CPD Hours.

Original supporting Documentation must be retained for five years.