

# Continuing Professional Education

*A guide for STAA members*

Continuing professional education (CPE) is essential for professional health practitioners.

Through CPE we:

- maintain and upgrade our knowledge and skills
- assure the public that STAA shiatsu practitioners have ongoing quality standards
- keep shiatsu therapy in line with other health modalities.

Registered STAA members must complete 20 CPE points annually — one hour equals one point.

At least 10 points must be on **core shiatsu subjects** (see page 3).

If you complete more than 20 points in one year, a maximum of 20 points can be carried over to the next year.

It is compulsory to complete 20 points of CPE each year to retain status as a STAA Registered member.

The table on page 2 details the types of activities that are suitable for CPE, point allocation and the evidence required.

Evidence is required that confirms completion of activities, e.g. certificate of attendance (not a payment receipt).

CPE can be submitted annually when membership renewal is due in February or online at any time via the STAA Member Portal.

Contact the STAA office on 1300 138 250 or [enquiries@staa.org.au](mailto:enquiries@staa.org.au) if you have any questions.

# Activities that qualify for CPE

Workshops & courses	Points	Evidence
Seminars, workshops, webinars, conferences	1 per contact hour	Certificate of attendance/completion
University degrees or college courses in related subjects (e.g. Bachelor of Chinese Medicine)	1 per contact hour	Academic transcript
Travel points	3 per 75km in total to an event Maximum 6 pts per year	Certificate of attendance
Self study & study groups		
Home study (e.g. study of book or DVD or research into a health issue)	1 per contact hour	Complete Home/Group Study form
Study group (2 or more practitioners meeting for a specific learning session)	1 per contact hour	Complete Home/Group Study form OR if a formal defined workshop, a signed certificate of attendance from organiser
Case studies	6 per case study	Copy of case study
Subscription to complementary journal	2 per subscription Maximum 6 pts per year	Receipt for subscription
Pointers	2 per year	Not required for Pointers
Teaching & mentoring		
Teaching (for preparation, research and evaluation time, not for presentation itself)	1 per contact hour	Proof of presentation (e.g letter from college/organisation) and teaching notes
Receiving professional mentoring	1 per contact hour	Signed letter from mentor
Contributions to STAA journal		
Researched articles	1 per contact hour	Approval by editor
Case studies	10	Approval by editor
Book reviews	5	Approval by editor
Volunteer work		
Voluntary shiatsu for community or event	1 per contact hour Maximum 10 pts per year	Signed letter from organiser
STAA National Council or project work	1 per contact hour	Approval by STAA
First aid & CPR		
First aid renewal	5 for full renewal 2 for CPR only	First aid certificate CPR certificate

# FAQs

## What are core shiatsu subjects?

Core shiatsu subjects are those taught in the current Diploma of Shiatsu and Oriental Therapies or are TCM subjects. As well as practical shiatsu skills, this includes counselling, business management, marketing and communication skills. TCM areas of study include:

Acupuncture	Manaka Protocols
Chinese herbal medicine	Moxibustion
Cupping	Toyahari
Guasha	Tuina
Macrobiotics	

**A minimum of 10 points per year must be completed on core shiatsu subjects.**

## Are other complementary therapies suitable?

For activities that are not core shiatsu subjects, you need to demonstrate that the training is relevant to your shiatsu practice. You will need to complete the **Activities not directly linked to shiatsu** form as well as a certificate of attendance/completion. A maximum of 10 points per year can be accredited for non-core shiatsu subjects.

If you are not sure if an activity is suitable, contact the STAA office. You may be required to submit a short reflective exercise to show the link between the activity and the development of your shiatsu practice.

## What is not CPE?

### **Paid work**

Any paid work is part of your professional practice and does not qualify for CPE points. Shiatsu teachers can claim for preparation, research and evaluation time, but not for the teaching sessions.

### **Exercise classes**

Exercise classes are for personal development and health maintenance, and are not acceptable for CPE.

Studying to teach an exercise modality that you plan to incorporate into your shiatsu practice, e.g. yoga stretches, is acceptable as a non-core activity (maximum 10 points per year).

### **Shiatsu treatments**

Receiving or swapping treatments with another shiatsu practitioner is not CPE unless there is a specific learning intention and outcome that is documented as for a Study Group session. Evidence required is a summary of session detailing what you have learnt.

## How do I record CPE information?

You can record your CPE on an **Annual Record Sheet** and submit when you renew your membership, or submit anytime online or by email to the STAA office at [enquiries@staa.org.au](mailto:enquiries@staa.org.au):

### **Online**

You can submit your CPE activities online at any time on the STAA Member Portal: [www.staa.org.au](http://www.staa.org.au). See instructions on page 6.

### **Annual record sheet**

List the CPE activities that you have completed on an **Annual Record Sheet**. Submit with your membership renewal together with evidence (receipts/certificates of attendance) in February. The annual record sheet is available on the Member Portal under CPE or request a copy from the office.

## I'm not sure about what CPE activity to do?

Read the **CPE Planning guide** for ideas and complete the Self-evaluation exercise to identify the activities that would most benefit you and your practice. This document is available on the STAA Member Portal.

## I can't attend workshops, what else can I do?

- Join a study group. Discuss and share information and issues with other practitioners.
- Home study/research is another option. Work out the areas you are interested in, or feel you need to revise. Find a book, DVD or internet site that can help you and complete a summary of what you have learnt.
- Write up a case study of an interesting client. Each case study is 6 CPE points, with an additional 4 points if it is published.
- Write an article about any aspect of shiatsu that you would like to share with other practitioners and submit it to *Pointers* (STAA's magazine).
- Look for an appropriate online course or webinar.

## What evidence do I need to provide?

A description of the evidence required is in column 3 of Activities that qualify for CPE on page 2.

The relevant documentation and/or signed evidence is mandatory. STAA is audited by the health funds and is required to have this evidence available.

## I haven't completed my CPE points, what can I do?

You can submit a request to the STAA office for an extension, stating the reasons for the extension and when you will be able to complete your CPE.

## What happens if I don't complete CPE?

You are no longer eligible for provider status with the health funds and cannot be listed on STAA's Find-a-therapist.

## I have been a member for less than a year, how many points do I need?

If you have not been a full member for a complete year, the number of CPE points is pro rata as below:

Joining month	Points required	Joining month	Points required
March	18	August	10
April	17	September	8
May	15	October	7
June	13	November	5
July	12	December	3

## What if I will not be practising for part of the year?

Before leave is required notify STAA in writing of:

- circumstances requiring leave;
- date of commencement of leave; and
- date of recommencement of regular practice.

If you will not be practising for more than one year, contact the office to change to associate membership until you resume practising. This will keep you in touch with the shiatsu community and you will not need to pay a rejoining fee when you recommence practising.

If you are on maternity leave and not practising, CPE can be cancelled for one year.

If you are ill for a substantial period, you can apply for a reduction in your CPE hours.

If you are unable to practice due to COVID19 restrictions, you can apply for a reduction in your CPE hours.

## If I am not practising for more than one year, do I need to complete CPE to be reinstated as a full member?

Yes, STAA and the health funds will require evidence of CPE. As a guideline, you will need to provide evidence of 10 hours of CPE per year: i.e. 20 hours for 2 years, 30 hours for 3 years, 40 hours for 4 years.

**Note:** If you do not have a Diploma of Shiatsu and Oriental Therapies (HLT50202, HLT50207, HLT50212 or HLT52215), and have not been a full practising member for more than 2 years, an upgrade to the current shiatsu diploma will be required.

## New graduates

New graduates of the Diploma of Shiatsu and Oriental Therapies are only required to complete 10 points in the year following completion of their Diploma.

## Further questions?

If you have any questions, contact the STAA office on 1300 138 250 or [enquiries@staa.org.au](mailto:enquiries@staa.org.au).

All documents mentioned can be found on the STAA Member Portal under CPE including:

- Annual record sheet
- Activities not directly linked to shiatsu
- CPE planning guide
- Online submission form
- Home/group study form

# How to lodge your CPE online

You can submit your 20 CPE points by mail, email OR online as below.

1. Log on to the STAA Member Portal at [www.staa.org.au](http://www.staa.org.au)
2. Under the **CPE** tab, click to add a CPE Activity.
3. Type in:
  - Member number and your name
  - Activity from and to dates
  - Activity type (from drop-down list)
  - Points/Hours claimed
  - Brief description
4. Add Support Document or Evidence
  - Indicate if you have supporting documents and the type of supporting document from drop-down list
  - Indicate how you have sent those documents to STAA
5. Click on **Submit** to send to STAA.

When you enter an activity, it goes to the STAA CPE coordinator for review. You will then receive an email informing you if the activity has been approved, rejected, or if more information is required.

A record of your approved activities for the past year can be viewed on your Profile page on the Member Portal.

### Add CPE&D Activity

<b>Member number *</b>	<b>Full Name *</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>
	First Name	Last Name
<b>Activity from date *</b>	<b>Activity to date *</b>	
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	
Day Month Year	Day	Month Year
<b>Activity type *</b>	<b>Max. points/hours</b>	<b>Points/Hours claimed *</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
One activity per submission.		1 hour = 1 point
<b>Brief description *</b>	<input type="text"/>	
<b>I have supporting documents *</b>	<input type="radio"/> Yes <input type="radio"/> No	
<b>Supporting document(s) *</b>	<input type="text"/> Article/Blog Book review Case study Certificate of Attendance CPR certificate First aid certificate Home study form or notes Journal subscription receipt Participation evidence Practice session form or notes Research paper/notes Study group evidence/notes Teaching session evidence/notes Other (please fill in the field below)	
	Hold Ctrl button to choose multiple items	
<b>Other document(s)</b>	<input type="text"/>	
<b>I have sent supporting document(s) via *</b>	<input type="radio"/> Upload here <input type="radio"/> Email to <a href="mailto:enquiries@staa.org.au">enquiries@staa.org.au</a> <input type="radio"/> Fax to (03) 9890 5701 <input type="radio"/> Australia Post <input type="radio"/> Other - enter details below	
<b>Other method</b>	<input type="text"/>	
<b>Upload documents</b>	<input type="button" value="Choose File"/> no file selected	
You can only send one file. If you have multiple documents to send, please put them in to a zipped folder first and then send that zipped folder. Maximum file size is 2MB		
<input type="button" value="Submit"/>		