

Activities Suggestions for the C.P.E. Program

Health Fund auditors recognise **CPE** activities, at one (1) point per hour with a minimum **20 points** to be completed per year.

Activity	Points	Evidence
1. Attendance at an A.R.M. General Meeting	1 point per hour of attendance	Evidence of attendance - a signed CPE log
2. Attendance at an A.R.M. Workshop	1 point per hour of attendance	Evidence of attendance - a signed CPE log or a copy of a signed certificate of attendance stating hours and subject studied.
3. Attendance at the A.R.M. Annual General Meeting	1 point per hour of attendance	Evidence of attendance - a signed CPE log
4. Attendance at a Seminar, Workshop or Conference, NOT Organised by A.R.M. (Massage or small business related topics)	1 point per hour of attendance	Evidence of attendance – a copy of a signed certificate of attendance stating hours and subject studied.
5. Successful completion of an Australian Senior First Aid Certificate or equivalent (or re-certification).	10 points if completed within this CPE log year.	A copy of the current certificate must be held at A.R.M. office.
6. Annual Subscription related to Clinical Practice/ Business Management	5 points per year allowed, maximum.	Proof of 1-yr subscription, copy of receipt with CPE log
7. Volunteer work at community based project, related to Massage, eg. Sydney Spring Cycle, Walk Against Want.	1 point per hour of attendance, 5 points per year allowed, maximum.	Evidence of participation - a signed letter from the community organisation stating hours and nature of volunteering. (e.g. massage, 2hrs).
8. CPE Questions within the A.R.M. Newsletter as per Question and Answer.	1 point per right answer (4 Q only)	Evidence of correct answers on CPE log
9. Courses in Clinical Practice or Business Management for clinic application.	1 points per hour of attendance.	Evidence of attendance – a copy of a signed certificate of attendance stating hours and subject studied.
10. Professional Development: Books, CD (not music) related to massage industry or small business, either borrowed from the library or brought.	5 points per year allowed, maximum.	Copy of receipt showing title of book/ CD with CPE log.
11. Presenting an article for publication in the A.R.M. Journal and/or the A.R.M. website. With the A.R.M. committees' approval. Massage or small business related.	10 points (minimum 1000 words in body of article, not including bibliography).	Presentation of article complete submission with bibliography according to Level 2 requirements
12. Lecture/Presentation at a Massage related Seminar / Workshop. With the A.R.M. committees' approval.	10 points max, for a minimum 3 hours face-to-face Lecture/Presentation	Notes for attendees are evidence of presentation, but must be submitted with CPE log
13. Lecture/Presentation at an Authorised A.R.M Workshop, Authorisation available through A.R.M office.	10 points max, for a minimum 3 hours face-to-face Lecture/Presentation.	Notes for attendees are evidence of presentation, but must be submitted with CPE log.
14. Massage Techniques Review _____ Country members only	1 points per treatment for the receiver /giver, 9 points max per year allowed	Copy of Completed Review form (available from the A.R.M office or the A.R.M website).
15. Subscription to naturaltherapyresources.com.au	5 points to join. The quiz 1 point per correct answer.6 points max per year allowed.	Evidence with CPE log.
16. Subscription to the Mark Philip Deal Modules through ARM.	20 points for 20 or more correct answers.	Answer sheet to be attached to CPE log.
17. Attendance at a combined ARM Workshop /General Meeting, and AGM	Country members' only reward for travel extra 2 points for the full day, min80 km from venue.	Evidence of attendance - a signed CPE log.