



Complementary Health Professionals CPD Policy

Updated 26/08/2025 in line with GCMT guidelines

Continuing Professional Development (CPD) is undertaken by all health professionals as it evidences your personal and professional growth, keeps you up to date with changes in the profession and helps you to provide the very best service to your clients. It is one of the ways you contribute to the quality assurance of our profession and helps to raise our profile as practitioners.

CPD is not a chore, but a necessity that is a joy to do. As therapists we love to learn new skills and to gain new information. In fact, we are all doing CPD all the time, but the difference is that you must record it for evidence of your new learning and reflect on outcomes, supporting your plans for ongoing learning needs.

At CHP, we have tried to make this process as user friendly as possible and created forms for your use, which you can find in the member's area of our website. These must be stored digitally and sent to the CHP office each year to evidence your CPD activities when renewing. The forms are:

- A. CPD form – courses, workshops, webinars, conferences, seminars, therapy group meetings, supervision (face to face activities) – your reflections on new learning
- B. CPD form – critical reading and reflections
- C. CPD form – teaching and giving talks/workshops (first time only)

To satisfy the membership requirements of the CHP you will need to do the following CPD annually:

1. Achieve at least 15 CPD points/units each year. Each point or unit is equivalent to one hour.

Generic CPD can relate to all your therapies, such as studying another bodywork addition if you are a body worker or attending a business related or first aid course.

Therapy specific CPD will relate specifically to one of the therapies you practice, such as an essential oil blending masterclass if you are an aromatherapist. It is up to you to choose the CPD that will best increase your professional skills and knowledge.

2. **40% (6 hours)** of the training must include **face to face contact** in a training workshop or can include a long diploma course you are undertaking that includes contact hours in a classroom. The CHP Annual Conference gives you this and it is free to all full members that have paid the £75.00 membership fee.
3. **The other 60% (9 hours)** can be from a variety of options as listed below and may include more general learning to support your development as a

practitioner with no more than a third of the total CPD hours spent on any single activity in one year. We have provided forms for you to record the new learning from each type of activity, and this is where you use each one for your CPD activity type:

CPD FORM A

Attending courses, workshops, seminars and webinars – try and ensure these are accredited by a reputable association or awarding organisation and if you are in doubt, email us for advice. One day workshops that are not assessed with coursework or case studies are probably not in sufficient depth for you to feel confident. Be diligent in your choices and do not waste your money. You can use form A to evidence these types of activities:

- CHP annual conference or another national conference/seminar
- University/college module
- Course to enhance existing qualification (to specialise)
- A new therapy diploma or certificate
- First Aid Course
- Communication skills, safeguarding and therapeutic relationship courses
- Business & IT Skills courses, plus marketing and advertising courses
- Health & Safety courses in relation to your business
- Workshops
- Webinars, if it is teaching a new subject to you. The CHP online zoom meetings are a good example, and these are free for our members.
- Therapy Support Groups with speakers
- Receiving supervision
- Attending a guided tour (such as the Kew Gardens aromatic tour)
- Attending dissections, anatomy labs or specific museum exhibitions relating to anatomy or CAM
- Offering free sessions to local groups with specific special needs and or disabilities to enhance and adapt your experiences in these areas and accompanied by a reflective practice statement (first time only per pathology).
- Attending a therapy Council meeting on behalf of your association/organisation

CPD FORM B

- **Reading or writing articles** in journals/books/therapy magazines. If you have read an article, you need to complete form B stating how the knowledge gained has been applied in practice. If you have written an article, you need to evidence what new learning you gained from researching the information
- **Reviewing published books, articles, or blogs.**
- **Researching information in preparation for a client** (i.e. you might have had to research their pathology, medications or perhaps suitable essential oils or carrier oils - again you need to write this up on the reading form B with your reflections as evidence of this activity)

- **Reading up on a client's condition, medications, appropriate treatment plan (such as essential oil choices and interactions with medications), referral options, aftercare advice options.** You will then need to reflect on the outcomes of your treatment and how the new learning impacted your decision and how you may have had to adapt once in clinic.
- **Watching a video/film for educational purposes relevant to professional life**

CPD Form C

- **Writing articles or papers that are subsequently published.** We are happy to consider publishing your articles on the CHP website if you would like to email them for consideration.
- **Presentation or lecture** (first time only).
- **Teaching a workshop** (first time only).
- **TV/Radio interview** – again, you can only cover a specific subject once.
- **Speaking at a conference or seminar** (one time only per prepared presentation).

Please look at the **Personal Development Plan** that's helps you to identify your goals and your CPD needs.