

Guidelines for Continuing Professional Education

Updated Sept 2017

Below is the list pertaining to ways in which you can obtain Continuing Professional Education (CPE) points. As part of your membership renewal process you will be required to send through the following pages with accompanying evidence.

Activity	Evidence	Points	Your Score
Education			
Formal studies (health related post-graduate) at a tertiary institution including classes, external work, assignments, examinations.	Evidence from institution.	1 point per hour (Max 20 points)	
Under graduate or post-graduate teaching/lecturing.	Evidence from institution.	1 point per 6 hours (Max 10 points)	
Formal study at a tertiary institution (research related)	Evidence from institution	1 point per hour (Max 10 points)	
Attendance			
NMHNZ Member meetings.	Attendance cert.	2 points per meeting (Max 10 points)	
NMHNZ AGM attendance.	AGM minutes.	5 points	
NMHNZ Conference attendance	Attendance certificate	1 point per hour	
Webinar, Seminar or conference attendance (Natural Medicine related).	Attendance certificate.	1 point per hour (Max 30 points)	
Subscription to any of the following Professional peer-reviewed publications: <ul style="list-style-type: none"> - Journal of Alternative Complementary Medicine - Australian Journal of Herbal Medicine (NHAA) - Journal of Herbal Medicine (NIMH) - Journal of Traditional and Complementary Medicine - Complementary Therapies in Medicine Journal - Phytomedicine Journal of Ethnopharmacology) - Others on application 	Evidence of Subscription.	2 points per subscription (Max 6 points)	
Subscription to online databases including but not limited to: <ul style="list-style-type: none"> - nPod Natural Medicines EBSCO 	Evidence of subscription	1 point per subscription (Max 3 points)	
Summary of any peer-reviewed health journal (from an approved journal) for publication in NMHNZ media.	Supplied articles	5 points per article (Max 15 points)	

CPE 30 points per year

Maximum of 10 extra points can be carried over to the next year

Presenting			
Presenting a health-related topic to the public, a professional audience or at a workshop or seminar.	Proof of presentation.	4 points per hour (Max 12 points)	
Publishing			
Published, referenced, articles in newsletters, professional and industry journals. Includes general media newspapers magazine and websites.	Articles presented.	1 point per 500 words (Max 15 points)	
Published articles of original health related research in peer reviewed journal.	Articles presented.	30 points (per study)	
Publish secondary health related research (e.g. A review)	Articles presented	20 points per article (Max 20 points)	
Publishing a health-related book.	Book presented.	10 points per 100 pages (Max 20 points)	
Other			
Purchase of or loan or health related book.	Summary/book review	2 points per book (Max 6 points)	
Purchase of health-related video/CD/DVD.	Receipt and summary	1 point per item (Max 5 points)	
Mentoring a graduate or student.	Signed statement from mentee.	6 points per mentee (1 point per month)	
Receiving formal Professional Supervision from approved Professional Supervisor	Signed report from Supervisor	1 point per hour (max 10 points)	
Business related Professional development. e.g. IT skills, marketing, web development, social media, video, etc.	Proof of completion.	1 point per 2 hours (Max 10 points)	
Volunteer work in complementary medicine for a community based agency/project.	Written evidence of participation from organisation.	1 point per hour (Max 20 hours)	
Writing submissions to Government related to the field of Natural Therapies. Does not include signing petitions, or templated versions.	Copy of submission	5 points per submission (Max 10 points)	
Current First Aid Certificate or equivalent.	Copy of certificate	Requirement. 0 points.	
Maintaining a personal webpage with written articles/researched blog posts	Evidence of articles/blog posts	1 point per article. Max 6 points.	
		TOTAL	
Please send this (and proof) in or upload on the website with your annual renewal.			

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