



CPD EXEMPTIONS FROM COMPLIANCE POLICY

1. Purpose

- 1.1 This describes the basis, scope, and processes for granting of exemptions from compliance with CPD requirements for ACRRM Fellows and members of the ACRRM CPD Home.

2. Application and scope

- 2.1 ACRRM Fellows and any other members of ACRRM CPD Home.
- 2.2 The policy is applied in alignment with the Medical Board of Australia (MBA) CPD Registration Standard.

3. Policy

- 3.1 Members of the CPD Home program who have, or who anticipate that they will have, difficulty meeting the CPD requirements may apply for a full or partial exemption from compliance for a maximum of one year.
- 3.2 An exemption from participation in the CPD program may be granted to a participant who meets one or more of the following criteria:
 - 3.2.1 Bereavement following the death of an immediate family member
 - 3.2.2 Extended family/personal leave
 - 3.2.3 Parental leave/carers leave
 - 3.2.4 Health reasons
 - 3.2.5 Reasons related to cultural responsibilities
 - 3.2.6 Other special circumstances

In granting exemptions, consideration will be given to ensuring all participants' continued competency to provide safe and quality medical care in accordance with their registration status.

- 3.3 Applications for exemption will be considered and determined by the Censor in Chief.
- 3.4 Applicant information is treated as private and confidential.
- 3.5 Applications will include appropriate documentation to support the reason for the request, such as a copy of a leave application or medical certificate.
- 3.6 Exemptions are considered on a case-by-case basis
- 3.7 Exemptions may be approved for a maximum of one year. The Censor in Chief may approve a pro-rata exemption and set a reduced minimum requirement for an applicant whose criterion for exemption resolves or is for less than one year.

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- 3.8 The total exemption period is capped at a maximum of 2 years within any five-year period.
- 3.9 An applicant may lodge an appeal against the decision of the Censor in Chief through the processes outlined in the College Reconsideration, Review and Appeal [policy](#).

4. Process

- 4.1 Applications for full or partial exemption should be submitted in writing to the Censor in Chief by completion of the online [application form](#).
- 4.2 Applications for exemption must be submitted on or before 28 February in each calendar year.
- 4.3 The Censor in Chief will consider requests for late applications in extenuating circumstances on a case-by-case basis.

5. Related Documentation

- 5.1 ACRRM CPD Home Program Handbook
- 5.2 [MBA Registration standard: CPD](#)

6. Document Control Information

6.1 Policy Information

Policy Contact and Author	Michelle Cooper	Approving Body:	Board
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Responsible Officer:	Michelle Cooper, GM Members Services	Policy System Manager:	MJ Streeton

6.2 Document History

Version	Date Approved	Author	Description of revision	Internal Distribution	
				Date	Recipient/s
V1.0	Feb 2024	M Cooper	New policy	Feb 24	Website
V2.0	May 2024	M Cooper	Changes include: Decisions to consider continuing competency, Carers leave exemption, Maximum 2 years total exemptions over 5 years, Process details	May 24	Website

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