

Exemption Policy

Background

CPD Home is committed to supporting its subscribers to meet their Continuing Professional Development (CPD) requirements under the Medical Board of Australia's (MBA)'s *Registration Standard: Continuing professional development* (the Standard). However, CPD Home recognises that there may be times when subscribers need to take a leave and be absent from practice due to exceptional circumstances, which could place burden on a subscriber in fully meeting their CPD compliance. CPD Home affords subscribers in this position the opportunity to apply for an exemption from their annual CPD requirements.

Determinations of this nature, in line with the principles of natural justice and procedural fairness, will be made by CPD Home following receipt of a *CPD Exemption Application* on a case-by-case basis.

Purpose

To outline the exceptional circumstances that may justify an exemption from fulfilling their annual CPD requirements.

Objective

To demonstrate our support for subscribers experiencing exceptional circumstances and to provide guidance to subscribers in applying for a CPD exemption.

Scope

This policy applies to all subscribers of CPD Home.

Definitions

Please refer to the Glossary for definition(s) of terms that apply to this policy.

Policy

General Principles

Subscribers of the AMA CPD Home Program of Learning (CPD Program) are expected to meet the CPD requirements of the Standard within the CPD year.

Where subscribers have met the CPD requirements of the Standard or have been approved partial exemption for the CPD year by CPD Home, a CPD Statement of Completion will be granted.

Subscribers who are experiencing exceptional circumstances as described below, which will prevent them from meeting their annual CPD requirements for the CPD year may apply for an exemption from their annual CPD requirements.

Where a subscriber is approved a full exemption in a CPD year by CPD Home, a CPD Statement of Exemption will be granted.

Subscribers without an exemption who do not meet the annual CPD requirements of the Standard will not be awarded a CPD Statement of Completion by CPD Home and will be reported to Ahpra as 'non-compliant' following the conclusion of the CPD year.

Qualifying exceptional circumstances resulting in the continuous absence from practice, of at least six months and up to and including 12-months are as follows.

1. Professional, personal or family reasons, being:
 - o parental leave
 - o prolonged carers leave
 - o prolonged serious illness, including serious injury

- short-term incapacitations from an illness or injury
- sabbatical
- extended leave to attend to cultural responsibilities
- bereavement

2. Severe and debilitating stress resulting from extreme hardship or trauma (e.g. victim of violent crime or coercive control)
3. Sudden and extended disruption due to an unforeseen event or hardship (e.g. devastating natural disaster).

The following circumstances are examples of non-exceptional circumstances:

- demands of employment
- minor illness or medical conditions
- pre-existing illness or medical condition which is not regarded as acute and substantive taking on optional commitments of a work or personal nature
- difficulties adjusting to the self-discipline needed to plan, undertake, record and track CPD activities
- stress or anxiety normally associated with meeting annual CPD requirements
- lack of knowledge of the:
 - services and supports offered by CPD Home to subscribers
 - minimum annual CPD requirements of the Standard.

Below are examples of supporting documentation that subscriber's must include with their application. Depending on the exceptional circumstance, multiple documents may be required to support the application including:

- travel itinerary
- letter from employer related to extended period of leave
- medical certificate/s with the dates clearly marked when the subscriber was unfit to work or to undertake CPD activities
- letter of support from an independent (i.e. not related to the applicant) medical practitioner, psychologist or lawyer attesting to the practitioner's judgment, based on the subscriber's circumstances and on information provided, that the subscriber would not have had the capacity to practise or undertake required CPD activities for at least 6 months or more. A letter of support should be provided only when the subscriber was unable to obtain medical advice on the date(s) they were affected by exceptional circumstances
- death notice or certificate
- police report
- insurance reports
- the subscriber's victim of crime statement
- jurisdictional statutory declaration from the subscriber or other relevant party attesting to impact of the exceptional circumstance on the subscriber's ability or capacity to undertake required CPD activities.

Exemptions

Exemptions to the annual CPD Program, on the grounds cited in this policy, may be approved by CPD Home upon written application by the subscriber submitted the CPD year that the exemption is requested. For example, if you are on extended leave and not practising medicine, an exemption may be granted following submission of an Application for CPD Exemption form available from the subscriber's CPD Tracker with accepted supporting evidence.

Exemptions will apply for the CPD year(s) for which exemption is sought. An exemption application that falls consecutively across two CPD years must be submitted in the first year. In addition, if the

exemption is approved, the applicant must remain as a subscriber with CPD Home for the duration of the second year.

Where subscribers have met CPD requirements of the Standard or have been approved partial exemption for the CPD year by CPD Home and met the requirements as stated in the letter issued to the subscriber upon approval of the exemption, a CPD Statement of Completion will be granted.

Where a subscriber is approved a full exemption in a CPD year by CPD Home, a CPD Statement of Exemption will be granted.

Where a subscriber will be absent from practice for more than 12-months they should contact the Australian Health Practitioner Regulation Agency (Ahpra) to amend their practising status. For absences longer than 12 months, CPD requirements are set by [MBA's recency of practice registration standard](#), as well as the [MBA's re-entry to practice requirements](#).

All applications will be reviewed confidentially, without prejudice and on their merits on a case-by-case basis. Where additional advice is sought, the CPD Advisory Panel may be called upon for input before a determination is reached by CPD Home.

Review of applications may take up to six weeks. Applicants will be notified as soon as practicable of the determination and, if applicable, the exemption requirements.

For an application to be considered, the application must be lodged before the end of the CPD year the subscriber is seeking a CPD exemption for.

An Exemptions Register of subscribers who have applied for an exemption, including the review determination will be kept by CPD Home.

Action

CPD Home may determine that:

- no exemption of annual CPD requirements for the CPD year be granted
- an exemption from meeting annual CPD requirements for the CPD year be granted
- an exemption with pro-rata CPD hours for the CPD year be granted
- an exemption with pro-rata CPD hours across two CPD years be granted proportionate to the amount of consecutive leave taken in each CPD year.

Related Documents / Legislation

The following documents are related to this policy.

1. Medical Board of Australia (MBA) *Registration Standard: Continuing Professional Development* (the Standard)
2. MBA's *Registration Standard: Recency of practice*
3. Application for Exemption
4. CPD Home Reconsideration, Review and Appeals Policy

Appendices

1. Glossary

Version Tracking

Version	Date	Comments
1.0	December 2022	
1.1	January 2023	Amendment specifying Subscribers granted a variation or deferral subject to the yearly compliance audit of at least 5% of participating subscribers.
1.2	March 2023	Typographical correction – replaced “referral” with “deferral”.

Version	Date	Comments
1.3	June 2023	Amendment to review process resulting in a recommendation to the AMA (WA) CEO.
1.4	September 2024	Updated Introduction to reflect the joint ownership of CPD Home, and list of acceptable exceptional circumstance to include bereavement. Amended CPD Home Program of Learning start year from 2023 to 2024, Australian Health Practitioner Regulation Authority to Australian Health Practitioner Regulation Agency. Replaced AMA (WA) CEO with Executive Lead, Senior Leadership Team with Compliance and Policy Lead to reflect current SOP. Removed unrelated glossary terms.
1.5	October 2024	Added Definitions statement and edited glossary. Transferred roles and responsibilities to SOP. Updated minor amendments.
1.6	July 2025	Expanded Exemptions description. Removed reference to Deferrals and Variations.
1.7	October 2025	Replaced Exceptional Circumstances and Special Consideration Policy title with Exemption Policy. Removed 'exceptional circumstances and special consideration' and replaced with 'exemption'. Added condition for application across two CPD years. Added due date to lodge application. Removed unrelated glossary term. Updated minor amendments.
1.8	January 2026	Expanded general principles and exemptions. Added CPD Statement of Completion and CPD Statement of Exemption definitions to glossary.

Appendix 1

Glossary

Term	Definition
Applicant	Any Subscriber or Education Provider directly affected and unsatisfied with a CPD Home decision who applies to have the decision reviewed, reconsidered or appealed.
Ahpra	Australian Health Practitioner Regulation Agency
CPD Advisory Panel	Panel of medical advisers who provide advice regarding the CPD Home Program of Learning.
CPD Home Program of Learning	The CPD Home Program of Learning (CPD Program) provides a pathway for Australian registered medical specialists, international medical graduates, PGY2+ trainees and non-vocationally registered doctors to engage in an accredited CPD program. From 1 January 2024, the CPD Program is a mandatory program for subscribers to the CPD Home service.
CPD requirements	Means CPD requirements against the Standard, as follows: <ul style="list-style-type: none"> • develop a written annual CPD Plan • complete a minimum of 50 hours per year of CPD activities that are relevant to your scope of practice and individual professional development needs • allocate your minimum 50 hours per year between the following types of CPD activities <ul style="list-style-type: none"> ◦ at least 12.5 hours (25 percent of the minimum) in educational activities ◦ at least 25 hours (50 per cent of the minimum) in activities focused on reviewing performance and measuring outcomes, with a minimum of five hours for each category

Term	Definition
	<ul style="list-style-type: none"> ○ the remaining 12.5 hours (25 percent of the minimum), and any CPD activities over the 50-hour minimum across any of these types of CPD activities, including any relevant specialist high-level CPD requirements ● reflect on your CPD goals at the end of the year in preparation for your next CPD Plan ● retain records of your annual CPD compliance for auditing purposes by your CPD home and the MBA for three years after the end of each one-year cycle.
CPD Statement of Completion	A CPD Statement of Completion is a document that will be automatically generated when a subscriber has completed the conditions written on the Exemption application outcome letter.
CPD Statement of Exemption	A CPD Statement of Exemption is a document that will be automatically generated when a subscriber has been approved a full exemption for the CPD year they are applying.
CPD year	CPD year commences 1 January and concludes 31 December.
Exemption	CPD requirements for the CPD year are waived in part or full.
Reconsideration	Of a decision, to be undertaken by the original decision maker.
the Standard	The Medical Board of Australia's (MBA)'s revised <i>Registration Standard: Continuing professional development</i> .