



# Guidelines for completion of annual Continuing Professional Development (CPD) return

## Introduction and background

The Yoga Australia Continuing Professional Development (CPD) Policy requires you, as a member of the association wishing to be listed as a Registered Yoga Teacher, to undertake CPD activities which earn at least 12 CPD points in each year of membership. Annual reporting of this activity should be provided online through the CPD reporting page within your personal page on the Yoga Australia website. If online reporting is not possible, you may manually complete the CPD Reporting form available on the website and mail it to the national Yoga Australia office at the time of membership renewal.

The Guidelines below are intended to assist you in completing your annual CPD Return.

If you require further assistance, please contact the Yoga Australia office for advice, either by phone 1300 881 451 or by emailing [membership@yogaaustralia.org.au](mailto:membership@yogaaustralia.org.au)

## What activities constitute CPD?

Any activity or program that develops your knowledge, experience, skill, understanding or professionalism of yoga or yoga teaching is considered to be relevant CPD. In short, you must be able to answer the following question with a "YES": Does this program or activity make me a better yoga teacher?

## How does the CPD point system work?

Points are allocated to actual hours of content (not including lunch or refreshment breaks).

Activities earn different numbers of points depending on whether they are "core" to yoga teaching or "related" to yoga teaching. Higher points are also allocated for "contact" programs and activities than to "non-contact" programs and activities.

The relevant ratio of points to training hours is:

Contact activities 'core' to yoga teaching	1 point for 1 hour of training
Contact activities 'related' to yoga teaching	1 point for 2 hours of training
Non-contact activities 'core' to yoga teaching	1 point for 2 hours of training
Non-contact activities 'related' to yoga teaching	1 point for 4 hours of training
Attendance at another teacher's regular yoga class*	1 point for 4 hours attendance

\*May be used for up to 25% of your CPD claim

## Frequently asked questions

### What do the terms 'core' and 'related' mean? How can I decide if an activity is 'core' to yoga teaching or 'related' to yoga teaching?

See attached *CPD Definitions for Members* document for explanation of this (print version).

### What do the terms 'contact' and non-contact' mean? What is the difference between 'contact' and 'non-contact' activities?

See attached *CPD Definitions for Members* document for explanation of this (print version).

### Do I need to undertake and report CPD activities every year?

Yoga Australia requires that Registered Yoga Teachers complete 12 points of CPD every year. In some exceptional circumstances, a senior (level 3) Registered Yoga Teacher who has undertaken more than 100 points of CPD may apply to have points spread across more than one year.

### What if I did not undertake any CPD in the past year?

If you did not undertake any CPD in the past year, you will still be able to renew your membership and receive some membership benefits, but will not be listed as a Registered Yoga Teacher and will not be able to refer to yourself as a "Yoga Australia Registered Yoga Teacher". To regain your 'Registered Yoga Teacher' status in a subsequent year, you simply need to complete and provide evidence of meeting the CPD and First Aid requirements for that period.

## Frequently asked questions

### **What if I'm not sure how many points to allocate to an activity?**

If you are not sure how many points to allocate to a program or activity you have participated in, just email [membership@yogaaustralia.org.au](mailto:membership@yogaaustralia.org.au) requesting clarification.

### **Can I get points by attending another yoga teacher's regular class?**

Attending another yoga teacher's regular physical yoga or meditation class as a participant is partly personal practice and partly professional development. It therefore earns CPD points at a lower level (4 hours = 1 point) than attending a workshop or seminar, which has specific learning objectives. Points from attending these classes can account for up to 25% of your CPD claim.

### **What if I attend a class at a yoga conference or festival? Is this considered the same as attending a regular class with another teacher?**

No. Classes given at conferences and festivals (designed for yoga teachers) are considered 'one off masterclasses'. Attendance at these is considered to be 'face-to-face' contact as a participant in a core contact CPD activity, qualifying you for 1 CPD point for each hour of these classes that you attend.

### **Does mentoring count towards CPD?**

Mentoring can be an important part of professional development. For this reason, Yoga Australia allows the time spent being mentored by a more senior teacher to be counted, as part of your CPD. Mentoring records must be kept in order to claim the hours that you have been mentored as CPD. Being mentored attracts 1 point for 4 hours of mentoring and can account for up to 25% of your CPD claim.

However for most members, acting as a mentor to another teacher or teacher trainee does not earn CPD points\*, as this is considered as a similar activity to time spent in teaching.

*\* Senior level teachers who have been teaching continuously for more than 25 years may claim their mentoring of students for up to 25% of their CPD.*

### **What if I train other teachers, do research, or run workshops or retreats?**

Registered Yoga Teachers who train other yoga teachers, or who are engaged in developing programs, workshops, seminars, retreats, etc., or who are involved in yoga-related research or authoring, can receive CPD points for the time they spend developing these programs. In the case of workshops, seminars or retreats, CPD points can be claimed for the first delivery only and not subsequent deliveries. Authoring and delivering such training attract 1 point for 2 hours.

Relevant information must be provided on the CPD reporting form or webpage, and the member if audited must easily substantiate the points claimed.

### **Can I include the time that I spend reading yoga texts towards my CPD?**

Yes. Structured reading of major yoga-related texts is considered "research" and qualifies for CPD points as a "non-contact activity". You would be expected to take and keep notes of this reading, preferably with comments about how you expect to apply the learning gained. This attracts 1 point for 4 hours and can account for up to 25% of your CPD claim.

Note that reading of yoga "current awareness" journal articles does not qualify as "research" for the allocation of CPD points.

### **Does maintaining first aid certification count towards CPD?**

No. Maintaining a current First Aid certificate does not attract CPD points, as this is already a basic requirement to be a Yoga Australia Registered Yoga Teacher.

## Frequently asked questions

### **Does my own yoga teaching count towards CPD?**

No. Your own regular yoga teaching does not earn CPD points.

### **How will Yoga Australia ensure that members report their CPD accurately?**

The onus always remains on Yoga Australia member to honestly and carefully report their CPD activities. Each year, Yoga Australia will conduct audits of Registered Yoga Teachers' CPD reporting. Registered Yoga Teachers are expected to be able to readily substantiate the claims made on their CPD return.

### **Do I need to submit evidence to Yoga Australia each year to support the activities claimed in my annual CPD Return?**

No, your annual CPD Return only needs to include details of the activities themselves. However, you do need to maintain this supporting evidence for three years, so that you can provide it to Yoga Australia if you are selected in one of the samples for our regular audit. Should this occur, Yoga Australia would contact you to ask you to provide this supporting evidence.

Note that, if you are maintaining your CPD records online through your Yoga Australia Member page, you may also choose to upload and maintain your supporting documentation on your personal Documents page. Information on this page is only available to you personally, but it will ensure that you have it readily available should it ever be required for audit.

### **What is acceptable supporting evidence of my CPD activities?**

See attached *Supporting Evidence of CPD* document for explanation of this (print version).

### **Do I have to earn CPD points if I'm in the process of scaling down my teaching and reducing class and student numbers?**

Senior level teachers who have been teaching continuously for more than 25 years and have scaled down their teaching to less than 20 classes per year, with no expectation to increase them again in the future, will only be required to gain 4 CPD points per year.

### **Do I have to earn CPD points if I'm not currently teaching?**

Non-teaching members can maintain their membership from year to year without meeting the CPD requirement (and at a lower membership cost) by becoming an Associate member instead of a Full member. However, it should be noted that Associate members do not have voting rights within the Association or access to Yoga Australia discounted insurance premiums and will not be listed as a Registered Yoga Teacher.

Please see the membership documentation on the website for more information.

### **I teach a program suitable for CPD. Can I get the program registered with Yoga Australia?**

Yoga Australia only registers post-graduate programs for which guidelines have been developed and published on the website. For all other CPD, members should allocate their own points to any courses that they undertake, in accordance with the guidelines contained in this document.

### **I occasionally spend several weeks undertaking advanced training from senior teachers abroad. Do I still need to achieve CPD every year?**

Senior level teachers who undertake an advanced training program (locally or abroad) that provides at least 200 contact hours may claim points from that program for up to three years.