

**NHAA Continuing Professional Development (CPD) Diary**

**Continuing Professional Development** (**CPD**) is any learning activity to expand your knowledge, maintain up-to-date technical skills and progress your career. Participation in **CPD** activities can also grow your professional networks and contacts.

To fill out your CPD diary: See the NHAA CPD Guide and associated NHAA CPD definitions information sheet.

Please only return this form via email [nhaa@nhaa.org.au](mailto:nhaa@nhaa.org.au)

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| --- | --- | --- | --- | --- | --- |
| Name |  | Member #  (if relevant) |  | CPE period |  |

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| Total hours required per year: **30**  **Hours must be allocated to: ‘Formal Learning’ and (minimum 20 hours/ pa)**  **and ‘Informal Learning’ (maximum 10 hours/pa)** | | **Formal Learning**  (Minimum 20 hours/pa) | **Informal Learning**  (Maximum 10 hours/pa) |
| Date | **Activity description**  e.g. Online independent learning activity title, Professional Presenting, Professional Database subscription and access etc.. | **Hours** | **Hours** |
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| I certify that this is a true and correct record of my CPE activities for the above period:  Type or sign your name here: | **Totals** |  |  |
| **Final Total**  **(Min 30 hours/pa)** |  | |

**Which activities can’t I claim CPD for?**

* First Aid (this is considered a separate professional responsibility)
* AJHNM as a journal subscription (instead use the CPD questionnaires in the AJHNM)
* Health Books & Magazines aimed at the general public (e.g. cookbooks, recipe books, Wellbeing, New Scientist)
* Product only information (e.g. in databases or catalogues)

CPD is about keeping yourself up to date in your profession. The NHAA requires ALL full members (practicing or non-practicing) to complete documented CPD annually.