



Flexible CPD and supervision requirements for the membership year 2021-2022 including grace period for completion

In the 2021-2022 membership year PACFA is supporting practicing members to meet the membership renewal requirements by putting in place flexible options for CPD and supervision. We understand that some members are facing 'knock on' effects from the COVID 19 pandemic and natural disasters which may impact on your ability to complete the required CPD and supervision.

Members are reminded that they can complete 100% of CPD and supervision online. PACFA has made [all online webinar recordings](#) free for members. These are available on our website and are a great source of Category B hours. Members can complete a maximum of 10 Category B hours for renewal purposes.

Trial of a self-identified 'grace period' for 2021-2022

This year we are trialing a limited self-identified grace period for members to complete their CPD and/or supervision requirements. **Members who have renewed by 30 June** will have three months (until 30 September) to complete additional CPD and/or supervision for the 21-22 year, if they complete their renewal with the information described below.

All members who utilise the grace period will be audited in the following membership year to ensure that the grace period hours are made up on top of the next year's membership requirements. CPD and supervision undertaken in the grace period must be allocated to the requirements of a single year and cannot be 'double dipped'. Members cannot utilise a grace period in sequential years.

For all members utilising this year's grace period please see the following page on how to input the grace period into your logs so that you may renew your membership before 30 June. **Please note that the grace period does not delay when you can renew and pay for your membership - this is still required by 30 June.**

How to use the Grace Period

Please follow the steps below. All active PACFA members are eligible for this three-month grace period for this year only.

1. Identify how many hours you are missing from CPD and/or supervision. For example, if you had completed 14 hours of CPD, you would have a grace period of 6 hours to make up the full 20 hours required.
2. Input the grace period hours into your CPD and/or supervision log(s) using the title '*Grace Period 2022*'. Make sure to use this exact wording so we can identify if you utilise the grace period to maintain your requirements.
3. The date of your grace period log entry must be within the timeframe of the financial year – 1/07/2021 - 30/06/2022. We recommend 1/01/2022.
4. Once you have added your grace period(s), refresh the page and your totals will update. Once your logs are complete, the 'Renew Now' button will appear on your profile.
5. Keep records of the documents (certificates, payment receipts) which verify you have caught up on these hours in the allowed grace period. These will need to be shown to the PACFA office when you are audited to check these hours have been completed on top of the next years renewal requirements.

You are not required to contact the PACFA office regarding utilising the Grace Period as this is a self-identified process.

Renewal Requirements for 2021-2022 Membership Year

Supervision Requirements

- 10 hours per year
- 15 hours if your client load is more than 400 client hours per year
- A grace period of 3 months is allowed to complete the supervision requirements by 30 September 2022

CPD Requirements

- 20 hours of CPD, a minimum of 10 hours Category A, and maximum 10 hours Category B
- Members are encouraged to complete their CPD using the range of low-cost and free online CPD opportunities offered by PACFA. These events make CPD more accessible for members who are facing financial hardship.
- A grace period of 3 months will be allowed to complete the CPD requirements by 30/09/2022