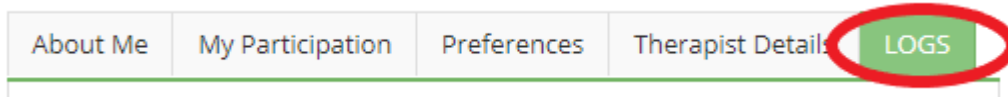


### 3. COMPLETING YOUR LOGS



To maintain your membership with PACFA, you need to complete online logs of [your renewal requirements](#), and keep your supporting documents on file for auditing and upgrade purposes.

*Supporting documentation for your renewal requirements may be PD certificates, and the Supervision Verification Form (Available on our website under [Documents & Forms](#))*

**The Annual Renewal requirements are:**

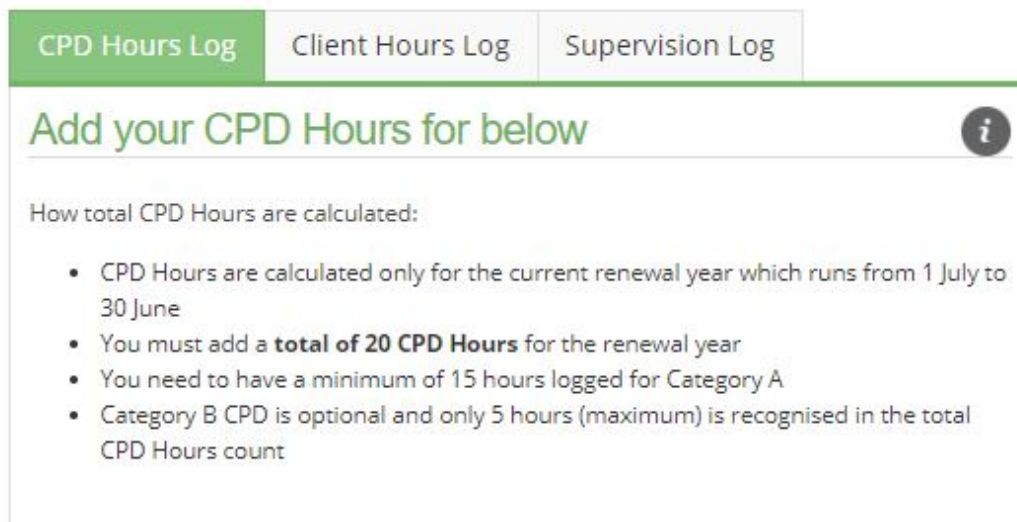
- **20 hours of Continuing Professional Development**
  - o Of which 5 hours may be made up of Category B and 15 must be Category A
- **10 hours of Clinical Supervision**

*Please Note: The iMIS system will not let you renew if you have not completed your logs.*

**There are 3 things you need to log. Your CPD, Client Hours and Supervision Hours.**

There are also 3 sections to the logs page on the portal – see a description of each section below.

#### **Section 1. Navigation and Description**



The top section includes your navigation between what you are logging, and a brief description of the annual requirements.

#### **Section 2. Total hours for the Financial Year**

This section shows a running total of the number of hours you have logged for the **current financial year** (between 01 July and 30 June), and how many you need to log to meet the requirements. (See Below).





*Please Note: The running totals of the Supervision Logs are dependent on you also having logged your client hours – otherwise the totals will not be accurate.*

*Please Note: Please refresh the page once you have finished adding CPD hours for it to re-calculate your running totals.*

### Section 3. Logs

CPD Hours Log +

CPD Activity Date	CPD Activity Name	Training Provider	CPD Category	Time (in hours)	
21/02/20 20 12:00 AM	Mental Health Training Online Course	PACFA	Category A	8.00	 

**NOTE:** Please refresh the page once you have finished adding CPD hours. Above total counts will be updated upon the page refresh

This bottom section is where you add to your logs. To add a new entry, please click on the Plus sign. To edit an existing entry, please click on the pencil – or to delete an entry click the red cross.

**If this section is not appearing, it could be because you have multiple tabs open. Please log out, close down your browser window and log back in in a new window.**

