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**
  - 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**

<table>
<thead>
<tr>
<th>CPD Hours Log</th>
<th>Client Hours Log</th>
<th>Supervision Log</th>
</tr>
</thead>
</table>

*Add your CPD Hours for below*

How total CPD Hours are calculated:

- CPD Hours are calculated only for the current renewal year which runs from 1 July to 30 June
- You must add a total of 20 CPD Hours for the renewal year
- You need to have a minimum of 15 hours logged for Category A
- Category B CPD is optional and only 5 hours (maximum) is recognised in the total CPD Hours count

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

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.