



Irish Association for Counselling and Psychotherapy

Continuing Professional Development (CPD) Annual Log

Introduction

Continuing Professional Development (CPD), allows Counsellors and Psychotherapists to maintain, develop and enhance their professional competency. CPD is essential for the profession to maintain and preserve the integrity of the practitioner, as well as safeguard the client. Continuously educating oneself demonstrates commitment to the importance of the profession as a whole and fosters high standards of protection for clients. IACP requires Members to take part in CPD on an on-going and effective basis, to maintain a record of such activities and to comply with the IACP requirement to maintain Membership at every stage.

Guidelines on using this Continuing Professional Development (CPD) log:

1. At the beginning of each year, decide (with your Supervisor) on CPD needs for the coming year.
2. As each activity is completed, fill in details in relevant section of log.
3. Retain certificates etc in case you are required to produce them at a later stage.
3. At the end of the year, complete Reflection
4. Have Supervisor sign-off log.
4. Retain signed logs (and relevant certificates) as evidence of CPD.

CPD Log of: _____

Start Date: _____

Name: _____

Membership No: _____

Renewal Date: _____

Membership (*Select one*) Pre-Accredited (10 Hours) Accredited (30 Hours) Supervisor (30 Hours)

Date	CPD Hours	Title. i.e. Course/Workshop/Lecture/Talk	Awarding Body / Institute / Organisation/ Presenter	Supporting Documentation Available Yes/No

Declaration of Member:

I confirm the information I have supplied is correct and true. I confirm that I have read, understand and agree to comply with the IACP Continuing Professional Development Policy.

Name (*please print*) _____

Signature: _____ Date: _____

Declaration of Supervisor:

I confirm that I have seen *all* original documentation. I believe the CPD undertaken to be relevant and appropriate to the Counselling and Psychotherapy profession.

Name (*please print*) _____ Membership No. _____

Signature: _____ Date: _____

Notes:

You will be required to present original documentation to the IACP should you be subject to CPD audit.
Self-Care and Personal Therapy hours do not constitute CPD Hours.
Original supporting Documentation must be retained for seven years.