

Activities that qualify for IAAMA Continuing Professional Education

20 hours to be accrued per year or 40 hours over 2 years.



1. Self-directed learning such as:
 - Book purchases
 - Research paper purchases
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 - Magazines/journals
 - External studies/on line learning
2. IAAMA Regional meetings
3. Attending Ordinary General Meetings, Special General Meetings or Annual General Meetings of the IAAMA and other relevant organisations.
4. Participating on IAAMA subcommittee. Earning possible pathway to council membership.
5. Workshops, seminars, conferences, courses, education relating to aromatherapy and aromatic medicine, phytochemistry, phytotherapy, essential oil production, aged care, other allied health modalities and social sciences. These may include medical, interventions, research bodywork, counselling, communication skills and wellness programs. Also included are business studies to include business development, communication, coaching, clinical practices, privacy, ethics, responsibility, disability, cultural differences etc;
6. Preparation of lectures, workshop or conference presentations and articles accepted for publication.
7. Research, case studies and essential oil production.
8. Receiving or Providing professional coaching, mentoring or supervision in one hour sessions including for self care.
9. Practitioner exchange session.
10. Designing, developing, conducting, and participating in research projects.
11. Lectures, seminars, group presentations, with and without assessment
12. Promote Aromatherapy Awareness week on the second week of October. Read the [National Aromatherapy Awareness Guidelines](#) and download free poster and fact sheets to assist you.

Please note lunch breaks are not included in total hours. Other topics are to be relevant to your aromatherapy career or business and at least 50% of your CPE points must be aromatherapy based topics.

For more information read the following
[IAAMA Continuing Professional Education](#)
[Points for Activities qualifying IAAMA Continuing Professional Education \(CPE\)](#)

[Example of completed CPE log sheet](#)
[Example of Signed CPE log sheet for Continuing Professional Education](#)
[National Aromatherapy Awareness Week Guidelines](#)

IAAMA CONTINUING PROFESSIONAL EDUCATION

Continuing Professional Education (CPE) is the process where you as aromatherapists take responsibility for your own ongoing learning and development following the completion of your professional practitioners' qualification. It is a way of recognising all relevant activity undertaken to maintain, enhance and further develop knowledge and skills in order to benefit you and your clients.

Our mission is Excellence in Aromatherapy. We all have a part to play in achieving that excellence. The best practitioners are those who continuously strive to improve personally and professionally.

Aromatherapy and Aromatic medicine is still a young profession on some levels. The objectives of CPE points are for IAAMA members to meet the increasing demands of our industry. Further development is needed to ensure that aromatherapy maintains the respect of industry such as health funds, insurers, legislation, government agencies and health care professionals as well as the expectations of our consumers and to self regulate our industry.

Full members of IAAMA are required to accrue CPE points for their professional development. This is in line with the [constitution](#) and [code of ethics](#) and came into effect in January 2007 to meet industry needs. A membership year is 1st January to 31st December inclusive.

At least 50% of your CPE points must be aromatherapy based topics

As of 2008 members the range of CPE activities that earn CPE points has been expanded and the points may also be accrued over two years for flexibility, and is shown in [Points for Activities qualifying IAAMA Continuing Professional Education](#)

Members may accrue 20 points per year or 40 points over two years.

IAAMA is flexible about when you earn those points during that two year period to fit in with your personal circumstances. This means that if you accrue 24 CPE points in the first year then you only need to accrue a further 16 points the following year.

The two year rolling scheme has been implemented:

- To provide flexibility for members
- Many members are self employed and have limited time or limited resources.

- Some members live in isolated/remote areas creating difficulty to participate in activities.
- Some members take time out for personal reasons.
- Longer term CPE activities may cross over more than one year
- Each member will have differing opportunities or constraints for CPE in each year.
- The IAAMA needs to be assured that there is sufficient continuity to the members' development activities.

There are two CPE log forms for Continued Professional Education and development:

- [CPE log sheet](#)
- [Signed CPE log sheet](#)

Members are to submit either or both with their renewal form as appropriate and there are two examples to show how this is to be done.

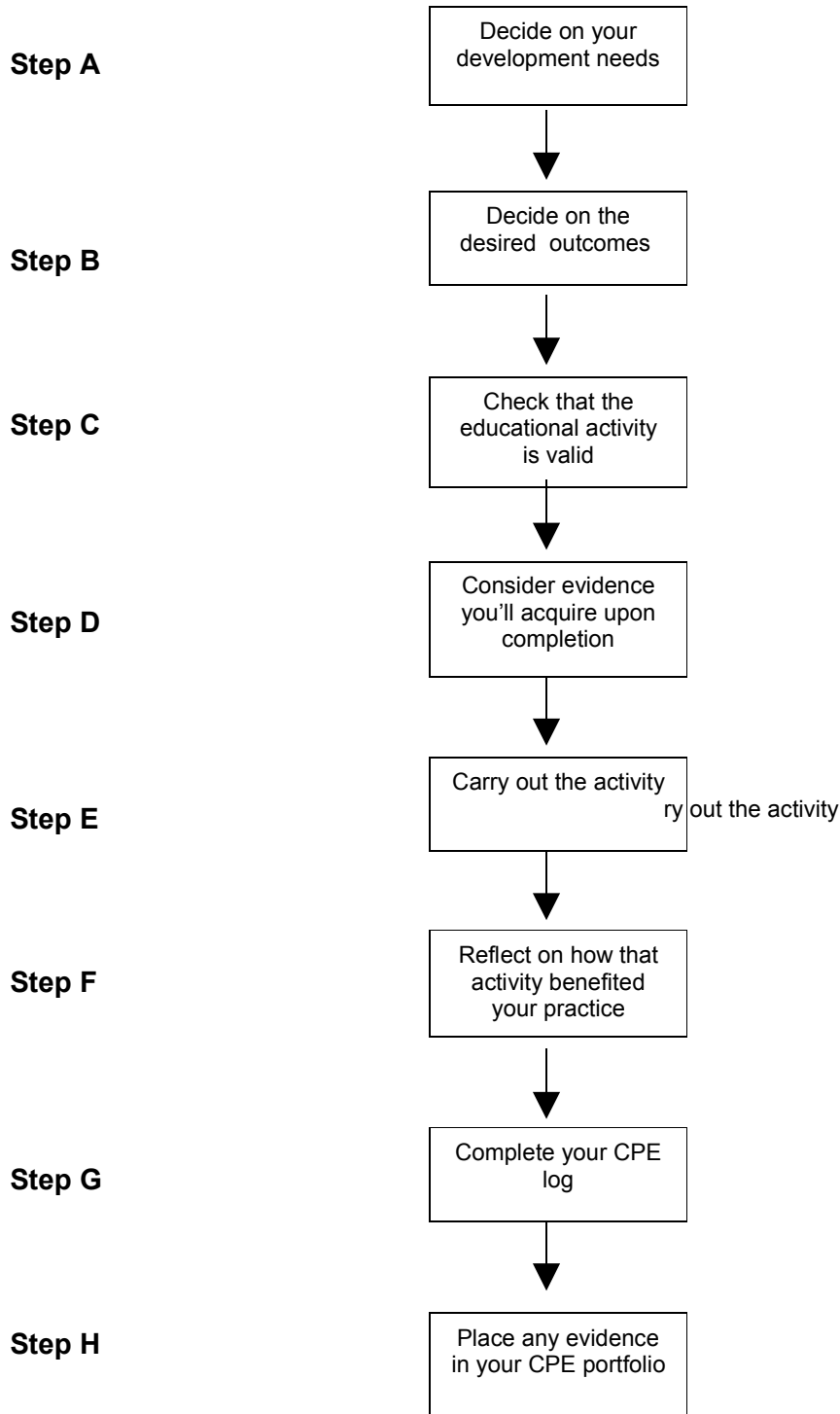
- [Example CPE log sheet](#)
- [Example Signed CPE log sheet](#)

The benefits of CPE are:

- Gain broader knowledge, skills and understanding of your profession.
- Experience and develop new approaches.
- Improve professional relationships with other health professionals.
- Gain further professional satisfaction, enthusiasm and confidence.
- Review and compare your own practices in order to focus effectively on areas for development.
- Improve your professional practice such as
 - Your service and customer care
 - Your approach to aromatherapy
 - Your approach to other modalities with aromatherapy
 - Your area of speciality
 - Your application of skills and knowledge
 - Your educating ability
 - Your reputation
 - Your business building skills
 - Your communication skills
- Gain kudos for the profession in the eyes of the public and other healthcare professionals in order to get referrals and grow your practice
- Research developments in the field of aromatherapy and aromatic medicine.
- Educate the community.

The best CPE practice usually involves a process of identifying needs, planning appropriate development activities, doing the learning and then reflecting upon the benefits that the learning brings to your professional practice. It's as simple as ABC.

A Step by Step Guide



CPE's can be achieved easily by Activities and events relative to your aromatherapy business. Things that you probably do regularly as you keep up to date with trends in your business. Activities that improve the individual practice, professionalism, communication and expertise of you as an aromatherapy practitioner. These will include courses, workshops, lectures, personal and professional development, business management, regional meetings, other modalities, research and even reading.

For more details please read: [Activities that qualify for IAAMA Continuing Professional Education](#).

CPE evidence needs to be documented and is to provide the member's name, course or lecture details, hours of duration and to be signed by a recognised member of the IAAMA, IAAMA state coordinator, council member, IAAMA Accredited teacher or the course / workshop facilitator. The responsibility is on the individual member to provide this. If no, or insufficient, documentation is forwarded as required this may render membership ineligible.

If you have attended other courses not listed in [Activities that qualify for IAAMA Continuing Professional Education](#) but believe that course to be relevant to your aromatherapy business please submit such to the IAAMA office for approval. The course or lecture details must include the presenter, topic, hours of duration and relevance to your aromatherapy practice.

The only person who knows exactly what activity is relevant to your practice is you. This is why we are placing the responsibility for deciding what is relevant upon the individual members. So, if a counselling course that you plan to do is relevant to how you work with your clients then it should count. You need to be able to demonstrate to yourself that the activity would be of benefit to your practice.

Please understand that this is not a carte blanche for all therapies to be included within the CPE program. You need to be able to demonstrate how the activity benefited your aromatherapy practice.

The IAAMA actively supports the provision of CPE opportunities in the form of regional meetings, local lectures and workshops and encourages post-graduate activities. Your regional coordinator will be a resource for events and lectures of relevance and interest to Aromatherapy practitioners.

CPE (Continuing Professional Education) points are also known as OPD (Ongoing Professional Development) CPD (Continuing Professional Development)

To learn of any upcoming education events or to advise of same please let your [regional coordinator](#) know.

State and Regional Co-Ordinators:

Northern New South Wales:

[Ann George](#)

info@perferctscentstherapies.com.au

02 6584 0027

South East NSW & ACT:

Lesley Levy

0412 993 371

bodywise01@optusnet.com.au

Brisbane/ Southern Queensland:

Sandra Venables

07 3379 4120

0402 423 127

ifa_qld@hotmail.com

South Australia:

Carolyn Price

08 8152 0111

pricercas@bigpond.com

Tasmania:

Aileen Wright

0409 233 098

aileenwright47@hotmail.com

Victoria:

Violeta Edge

0412 945 592

vianco07@optusnet.com.au

Western Australia:

Joanne Lang

08 9354 9096

Joanne@aromatherapyaustralia.com.au

Marianne Magnussen

08 9313 5938

Points for Activities qualifying IAAMA Continuing Professional Education (CPE)



ACTIVITY	POINTS	EVIDENCE REQUIRED	YEARLY LIMIT
Attendance at an IAAMA General Meeting or IAAMA Annual General Meeting	3 points per hour	Signed attendance register or signed CPE log sheet	10
Attendance at the IAAMA Conference or IAAMA Teachers' Conference	2 points per hour of attendance	Signed attendance register or signed CPE log sheet	30 (10 may be carried to next year)
Attendance at an IAAMA workshop, lecture, seminar or regional meeting	1 point per hour of attendance	Signed CPE log sheet	20
Attendance at a non IAAMA workshop, lecture or seminar related to your business	1 point per hour of attendance	Signed CPE log sheet	15
Attendance of refresher modules from an IAAMA accredited course.	1 point per hour of attendance	Signed CPE log sheet	20
Sitting an IAAMA external exam	2 points per exam	Signed CPE log sheet	10
Presenting at an IAAMA event (workshop, AGM etc)	2 points per presentation hour	Proof of presentation	20
Presenting training or at conferences (must be aromatherapy based)	2 points per presentation hour	Proof of presentation	20
Participation on IAAMA subcommittee	1 point per hour of attendance	Signed attendance register	20
Author (or joint author) of published article / research paper for Simply Essential or other Aromatherapy publication.	3 points per 250 words	Copy of article	
Author (or joint author) of a published book on aromatherapy	20 points per book	Copy of book	15
Author of a book review for any aromatherapy journal	3 points per review	Copy of review	6
Participation in a group of practitioners to enhance clinical aromatherapy competence	1 point per discussion hour	Signed CPE log sheet by group leader	20
Subscription to aromatherapy journal non IAAMA (eg: not Simply Essential)	2 points per annual subscription	Receipt of subscription	6
Subscription relating to clinical practice or business management	2 points per annual subscription	Receipt of subscription	6
Purchase of aromatherapy / professional development books, CD ROM (not music) or DVD / videos / research paper	3 points with your own review	Receipt of purchase or loan of material from library A minimum of 50 words review	12

Points for Activities qualifying IAAMA Continuing Professional Education (CPE)




Promoting to the community or as an aromatherapy practitioner volunteer	1 point per hour	Signed CPE log sheet	20
Successful completion of a Senior First Aid Certificate or equivalent	5 points in the year completed	Evidence of certificate or signed CPE log sheet	5
Successful completion of the CPR certificate (Required by Queensland members only)	2 points per certificate	Evidence of certificate or signed CPE log sheet	2
Designing, developing, conducting, participating in research projects	6 points upon completion	Report of findings and proof of participation	20
Lectures, seminars, group presentations, etc - without assessment	2 points per hour	Evidence of certificate / signed CPE log sheet	20
Lectures, seminars, group presentations, etc - with assessment	3 points per hour	Signed CPE log sheet by group leader	20
Providing or Receiving professional coaching, mentoring or supervision in one hour sessions and for self care	1 point per hour	Evidence of participation / signed CPE log sheet	10
Remote learning - with assessment (including on-line education, CD-ROMs, videos, etc)	1 point per hour	Evidence of hours /certificate or signed CPE log sheet	20
Practitioner exchange session	1 point per hour	Signed CPE log sheet	10
FOR REMOTE OR OVERSEAS MEMBERS BELOW OPTIONS ARE AVAILABLE ALSO			
Massage techniques review	2 points per treatment for the receiver,	Signed CPE log sheet	6
Educational discussion group	2 points per hour. Must have a minimum of 3 persons per discussion.	Signed CPE log sheet	6
Attendance at the IAAMA AGM, Conference or workshops	5 extra points per day (reward for travel).	Signed attendance register or signed CPE log sheet	20



Example of completed CPE log sheet

Sheet No: 1		CPE Year: 2009		Name: Daisy Delight		Membership No: 12345	
Date/s of Activity	Title of Activity	How this benefited my practice	Evidence Attached	Duration/ Numbers	Points Accrued		
27/1/09	Attended IAAMA Brisbane Regional Meeting	<i>This was a great networking session and I have used a website called stock photo to purchase photos that I am using for my own website and flyers to improve my branding . Good to hear other advertising strategies and results.</i>	Signed CPE log sheet	3 hours	3		
25/2/09	Attended IAAMA Brisbane Regional Meeting	<i>Topic covered hot stone massage. This demonstration and discussion has helped to clarify my understanding of this approach with aromatherapy and how I can incorporate this into my practice.</i>	Signed CPE log sheet	3 hours	3		
26/3/09	Attended Brisbane Regional Meeting	<i>This was a very interesting introduction to some Australian essential oils that were handed around for us to smell as we talked about their possible uses.</i>	Signed CPE log sheet	3 hours	3		
6/7/09	Attended IAAMA Conference	<i>I attended workshops on aromatherapy and aged care, involving hands-on work formulating and documentation for funding. I have incorporated a lot of what have learned into my work and have more knowledge and confidence. Also valuable for me in determining new products to use and further training to consider for next year. The Counselling and Cancer segment was eye opening!</i>	Signed attendance register	12 hours	24		
17/9/09	<i>Practitioner exchange -4 sessions =8 hours with M. Smith.</i>	<i>M was trained at a different school from me and uses a different aromatherapy lymphatic drainage I'm now incorporate some of her sequence into mine. She also uses a different application of EO's. M has helped me to incorporate the skills I have experienced. I've also been able to pass on to M some of the skills I use in aged care which she finds helpful. We've had 4 sessions over 2 months focusing on these areas, as well as providing each other with a much needed treatment.</i>	Signed CPE log sheet	8 hours	8		
26/10/09	Attended Brisbane Regional Meeting	<i>Peppermint (menthe piperita) and pain management were discussed. Caution for Epilepsy</i>	Signed CPE log sheet	3 hours	3		
		CPE points brought forward from last year	Previous year CPE log sheet		0		
		Total CPE points accrued for the year			34		
		Total CPE points accrued for the next year			14		

NAME: LUCY CALDWELL..... MEMBERSHIP No: ...2345..... RELEVANT YEAR: ...2009.....	
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Example of Signed CPE Log Sheet. For Continuing Professional Education

DATE	ACTIVITY & HOURS	SUBSTANTIATED EVIDENCE ATTACHED OR SIGNATURE OF AUTHORISED PERSON	EARNED POINTS
27/1/09	Attended IAAMA Brisbane Regional Meeting =3 hours	<i>Aromajenny James</i>	3
26/3/09	Attended IAAMA Brisbane Regional Meeting =3 hours	<i>Aromajenny James</i>	3
1/4/09	Attended IAAMA Gold Coast Regional Meeting=3 hours	<i>Camelia Smith</i>	3
26/7/09	Attended IAAMA Brisbane Regional day trip to Lavender farm = 6 hours	<i>Aromajenny James</i>	12
24/9/09	Attended IAAMA Sunshine Coast Regional Meeting =3 hours	<i>Skylilly Jones</i>	3
27/10/09	Attended IAAMA Brisbane Regional Meeting =3 hours	<i>Aromajenny James</i>	3
Total Points			27

To receive your CPE recognition - Please attach evidence if applicable.

