



COSCA (Counselling & Psychotherapy in Scotland)
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CONTINUING PROFESSIONAL DEVELOPMENT

Protocol for managing shortfall at time of membership renewal

1. Introduction

Continuing professional development (CPD) is an activity that develops understanding and skills in counselling and/or psychotherapy, and impacts on the work of counsellors and/or psychotherapist.

CPD activities can include a range of activities, examples of which include: short courses on professional issues, seminars and conferences, designing and facilitating workshops, writing articles relevant to professional practice, participation in relevant professional committees, personal therapy, research relevant to counselling/psychotherapy.

This protocol describes COSCA's requirements regarding CPD for annual renewal of COSCA membership.

2. CPD for Annual Renewal of COSCA Membership

When renewing membership of COSCA on an annual basis, individual members who are required to complete continuing professional development need to sign the self-declaration that they are meeting the required level of CPD.

In the event that the required level of CPD is not met at the time of membership renewal, members must:

- provide an explanation with supporting evidence of the shortfall in CPD and commit to completing the shortfall in CPD in the next year.

At the renewal of membership the following year, members who did not meet the required level of CPD in the previous year will be required to submit a log of their CPD activities over the past year that:

- evidences both the CPD hours normally required and the additional CPD hours completed to make up the shortfall
- includes a brief explanation as to the reason they undertook the activity
- gives a short description of the ways in which the above CPD activity impacted on their professional development and practice.

The log should be completed and submitted with the annual renewal form by using the attached proforma: Appendix 1: Continuing Professional Development.

Brian Magee, Chief Executive

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APPENDIX 1

Continuing professional development activity undertaken	Hours & Date (& provider if relevant)	Description of how CPD activity improved the quality of your work as a counsellor/psychotherapist, and the benefits to clients.

This is a true and accurate record of my CPD for the past 12 months.

Signature:

Date: