

**PHYSIOTHERAPISTS BOARD**

**Manual for  
Programme Administrator of  
Mandatory Continuing Professional Development  
for  
Registered Physiotherapists**

Education Committee  
Physiotherapists Board  
HKSAR  
(April 2024)

**MANUAL FOR PROGRAMME ADMINISTRATOR OF  
CONTINUING PROFESSIONAL DEVELOPMENT FOR  
REGISTERED PHYSIOTHERAPISTS**

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# **Physiotherapists Board**

## **Manual for Programme Administrator of Continuing Professional Development for Registered Physiotherapists**

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### **1. INTRODUCTION**

1.1 The administration of continuing professional development (CPD) programmes and activities is an integral part of the CPD system, which helps physiotherapists (PT) meet the mandatory requirements of life-long learning and enhancement of professionalism. As a part of the administration work, programme administrators have to take up the role of accrediting individual CPD programmes and activities.

1.2 The Physiotherapists Board (PT Board), being a statutory body for the regulation of the physiotherapy profession in Hong Kong, mandates the establishment of an accreditation system to govern the standards of individual CPD programmes and activities.

1.3 This manual is used for administration of the CPD system, including the application, accreditation, and award of CPD credit points for an individual programme or activity organized by any overseas or local organization. Organizations may apply for accredited program provider status from the PT Board with reference to the **Manual for Programme Provider of Continuing Professional Development for Registered Physiotherapists**.

### **2. ROLES OF PROGRAMME ADMINISTRATOR**

2.1 Programme administrators are responsible for the overall coordination and routine operation of the CPD system. The major roles of programme administrators include:

- (1) Working and liaising with other programme administrator(s) and the Education Committee of the PT Board to coordinate the CPD matters;
- (2) Setting up personal CPD database for registrants as well as managing, processing and recording the CPD records;
- (3) Liaising with programme providers and verifying CPD points acquired by registrants;
- (4) Submitting to the PT Board documentary proof of registrants, progress reports and other necessary information regularly as requested by the PT Board;
- (5) Accrediting CPD programmes delivered by the non-accredited programme providers;
- (6) Assign and determine credit points to the programmes according to the pre-set guidelines and criteria;
- (7) Taking up other duties as assigned by the Education Committee of the PT Board from time to time.

### **3. OVERVIEW OF THE ACCREDITATION SYSTEM**

3.1 Any independent organisation or its unit providing CPD programmes and activities (non-accredited program provider) or any individual attending CPD programmes not provided by the accredited program providers, must seek accreditation from an appointed programme administrator(s) before the concerned CPD programmes can be recognised by the PT Board. The types of programmes include courses, workshops, symposia, conferences, scientific meetings, panel discussions with face-to-face, online format or blended format and self-study programmes, etc.

3.2 Programme accreditation shall be carried out by the programme administrator , taking into consideration the standards and aims of the programmes, in order to assess whether CPD credit points should be awarded and, if so, how many points.

3.3 The major objectives of programme accreditation are:

- (1) ensuring that the programmes provided are up to standard;
- (2) suggesting improvements for the proposed programmes;
- (3) ensuring that the programme providers are committed to the general requirements in programme organization.

3.4 The programme administrator will decide whether to grant accreditation status or formulate recommendations to the program provider for improving the concerned CPD programmes or activities as appropriate.

3.5 If accreditation status is granted, the programme administrator will award CPD credit points to the programmes concerned. The points are only applied to accredited programmes covering a period of up to 3 years. Any re-organization of the accredited programmes beyond the accreditation period or any other programmes organized by the same organization should be first submitted to the programme administrator for assessment and accreditation.

### **4. SELECTION OF PROGRAMME ADMINISTRATOR**

4.1 Selection of a programme administrator is based on the following criteria:

- (1) Being a healthcare-related organization or body having business or operation relationship with either the services, or education, or professional issues of physiotherapy;
- (2) Possession of the necessary infrastructure setup in the form of committee structure and administration system for the implementation of the CPD system, including programme accreditation and its related operations;
- (3) Willingness to perform the required work free of charge;
- (4) Ability to respond swiftly to application of CPD accreditation within two weeks;

- (5) Experience in organizing/providing physiotherapy education, and/or running similar scheme of programme accreditation, is preferable but not a necessary requirement.

4.2 Appointment of a programme administrator is for a three-year period. Appointed organizations wishing to continue their appointed status must submit a new application 3 months before the end of appointment period. All applications must document adherence to all PT Board's criteria and policies (Appendix I).

## **5. ACCREDITATION OF CPD PROGRAMMES**

CPD programmes/activities will be accredited with regard to the following context:

### **5.1 Programme Planning Team and Teaching Staff**

The academic and professional qualifications of the CPD programme planner and teaching staff

### **5.2 Programme Structure**

Programme structure and contents, its coherence and progression, the level of the intellectual challenge to programme participants, success in meeting its stated aims, currency of its contents and relevance to good professional practice

### **5.3 Learning Outcome**

The effectiveness of the learning process, the quality of teaching and the performance of programme participants, at least 75% of attendance of programme participants.

### **5.4 Facilities and Support**

The provision of teaching and learning facilities and the level of technical and other non-academic staff support

### **5.5 Quality Assurance**

The monitoring, evaluation, certificate either in hard copy or electronic format and maintenance of programme standards are required for quality assurance.

## **6. PROCESS OF PROGRAM ACCREDITATION**

### **6.1 Award of CPD credit point**

CPD programmes/activities eligible for accreditation are classified into CPD main categories and CPD sub-categories. The general guiding principles for CPD credit point allocation are listed as follows:

- (1) 1 unit of CPD point is based on 1 hour of audience participation either in face-to-face or online format;

- (2) Core CPD activities shall have a higher rating of CPD points as compared with non-core CPD activities;
- (3) Allocation criteria for CPD main categories are listed in the following table:

CPD Main Categories	Description	Allocation Unit
<b>I</b> <b>Attendance at lecture/ seminar/ conference</b>	Audience or online participation in lecture, seminar, conference, symposium, workshop, short courses, on-field physiotherapy practicals, and e-learning, with the presence of the following documentary proof: <ul style="list-style-type: none"> <li>• receipts / certificates of completion / attendance records</li> </ul>	<ul style="list-style-type: none"> <li>• 1 CPD point per 1 contact hour of audience or online participation</li> <li>• Fraction of the hour will be rounded up to the nearest hour</li> <li>• Point allocation for 1 whole day of audience participation will be capped at a maximum of 5 CPD points</li> <li>• Point allocation for a single program lasting over several days will be capped at a maximum of 15 CPD points</li> <li>• <b>Only programmes/activities which have been accredited and assigned a CPD Code are accepted for claiming CPD Points</b></li> </ul>
<b>II</b> <b>Post-graduate studies</b>	Post-graduate studies in academic institution leading to higher qualification, with the presence of the following documentary proof: <ul style="list-style-type: none"> <li>• receipts / certificates of completion / attendance records</li> </ul>	<ul style="list-style-type: none"> <li>• 1 CPD point per 1 contact hour of lecture/tutorial/workshop/field work/e-learning</li> <li>• Fraction of the hour will be rounded up to the nearest hour</li> <li>• <b>Only programmes/activities which have been accredited and assigned a CPD Code are accepted for claiming CPD Points</b></li> </ul>
<b>III</b> <b>In-service training</b>	In-service training activity fulfilling the following criteria: <ul style="list-style-type: none"> <li>• A total attendance of 5 or more participants</li> <li>• Presence of attendance record</li> <li>• Presence of a focused discussion topic</li> <li>• Presence of discussion/presentation materials</li> </ul> The following documentary proof are required: <ul style="list-style-type: none"> <li>• attendance records or any proof on attendance provide by the programme provider/activity organiser; and</li> <li>• the discussion/presentation materials</li> </ul>	<ul style="list-style-type: none"> <li>• 1 CPD point per 1 contact hour of presentation/discussion</li> <li>• Fraction of the hour will be rounded up to the nearest hour</li> <li>• Point allocation for category III and category IV together will be capped at a maximum of 15 points per one CPD cycle</li> </ul>
<b>IV</b> <b>Self study</b>	Self study in the form of journal/literature review together with write-up of review report of a minimum for 250 words, with the presence of the following documentary proof: <ul style="list-style-type: none"> <li>• a copy of the journals / literature reviews studied; and</li> <li>• relevant review reports with a minimum of 250 words in each report</li> </ul> (Registrants are required to use the CPD Self Study Record Form at	<ul style="list-style-type: none"> <li>• 1 CPD point per review report</li> <li>• Point allocation for category 3 and category 4 together will be capped at a maximum of 15 points per one CPD cycle</li> </ul>

	Appendix III to the Manual for Registered Physiotherapists; for journal study, the article must be published within five years of the year of claiming the CPD Point.)																
<b>V Active participation</b>	Active participation in the form of lecturing in course or presenting at scientific meeting which is not part of the enrollee's wage-earning duties, with the presence of the following documentary proof: <ul style="list-style-type: none"> <li>proof of invitation from the activity organiser / contents of the activity / rundown of the activity / presentation materials</li> </ul>	<ul style="list-style-type: none"> <li>5 CPD points for each presentation of 30 minutes or more, and 3 CPD points if less than 30 minutes</li> </ul>															
<b>VI Publication</b>	Publication in professional journal/textbook, with the presence of the following documentary proof: <ul style="list-style-type: none"> <li>a copy of the professional journals / textbooks / articles so published</li> </ul>	<ul style="list-style-type: none"> <li>CPD points for publication in professional journal/textbook according to following criteria:</li> </ul> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th></th> <th>First author/ Corresponding author</th> <th>Other authors</th> </tr> </thead> <tbody> <tr> <td>Web Science Indexed journals</td> <td>10</td> <td>5</td> </tr> <tr> <td>Non-indexed journals/ Peer reviewed journals</td> <td>5</td> <td>3</td> </tr> </tbody> </table> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th></th> <th>First author</th> <th>Other authors</th> </tr> </thead> <tbody> <tr> <td>Physiotherapy-related articles in a book chapter, a newspaper, or a magazine</td> <td>1 CPD point for every 500 words</td> <td>0.5 CPD point for every 500 words</td> </tr> </tbody> </table>		First author/ Corresponding author	Other authors	Web Science Indexed journals	10	5	Non-indexed journals/ Peer reviewed journals	5	3		First author	Other authors	Physiotherapy-related articles in a book chapter, a newspaper, or a magazine	1 CPD point for every 500 words	0.5 CPD point for every 500 words
	First author/ Corresponding author	Other authors															
Web Science Indexed journals	10	5															
Non-indexed journals/ Peer reviewed journals	5	3															
	First author	Other authors															
Physiotherapy-related articles in a book chapter, a newspaper, or a magazine	1 CPD point for every 500 words	0.5 CPD point for every 500 words															

(4) Allocation criteria for CPD sub-categories are listed in the following table:

CPD Sub-Categories	Description	Allocation Unit
<b>Core (C)</b>	Core CPD activities directly related to the understanding or expansion of physiotherapy knowledge and skills including diagnosis, examination, intervention, outcome evaluation, biostatistics and epidemiology, and specialty development.	<ul style="list-style-type: none"> <li>A factor of 1 will be multiplied to the assigned allocation unit for the CPD main category</li> </ul>
<b>Non-Core (N)</b>	Non-core CPD activities not directly related but contributed to the understanding or expansion of physiotherapy knowledge and skills including health care management, Chinese Herbal Medicine, information technology, and communication skills.	<ul style="list-style-type: none"> <li>A factor of 0.5 will be multiplied to the assigned allocation unit for the CPD main category</li> </ul>



## 6.2 **Classification of Specialty Stream**

To identify the training objective(s) and learning focus with regard to the development of professional specialization, the CPD programme/activity will be classified into a major/primary stream of physiotherapy specialty field and/or secondary stream(s) according to the nature of the CPD programme in relation to the types of physiotherapy specialties. A classification table of physiotherapy specialty streams is shown in Appendix III.

## 6.3 **Assignment of a CPD code**

To facilitate the administration and communication of CPD programmes, each programme should be assigned with a specific and unique CPD code. The programme administrator should work in conjunction with the PT Board in the development of such coding scheme to ensure the consistency and integrity of the coding system. (Appendix VI)

## 7. **REQUIREMENT FOR REPORTING DATA**

7.1 Programme administrator must submit data about their activities of CPD programme accreditation annually (or as and when requested by the PT Board), to assist the PT Board in evaluating and monitoring the standards of their CPD activities and programmes.

7.2 Records of all CPD programme accreditations shall be kept for six years and easily accessible for the PT Board's or programme participants' reference. The following essential information should be included (Appendix II) :

- Title of CPD programmes/activities
- Details of CPD programmes/activities:
  - ◆ Date
  - ◆ Duration
  - ◆ Specialty Stream(s)
  - ◆ Name(s) of presenter(s)/speaker(s)/facilitator(s)
- Number of CPD points awarded
- Names, titles and documentation of the persons/organisation responsible for CPD programmes/activities
- The returned attendance record

## 8. **APPLICATION FOR PROGRAMME ACCREDITATION**

8.1 Organisation or individual applying for accreditation of CPD programmes/activities should send an application form to the appointed programme administrator(s) (Appendix IV).

8.2 The application form for accreditation of individual CPD programmes/activities includes the following two parts:

- (1) Part I - Fact Sheet
- (2) Part II - Documentation for Evaluation of the CPD Programme

8.3 Result of the application should normally be notified to the applying organisation/individual within one week from the time the application was received (Appendix V).

8.4 An individual CPD programme provider or organization should issue an attendance certificate either in printed or electronic format to programme participants who have fulfilled at least 75% of attendance, plus other assessment(s) required by the programme provider, if any.

8.5 The contents of the certificate should include the following items (Appendix VII):

- (1) The full name of the CPD programme (must be the same as the CPD application);
- (2) The date of the programme;
- (3) The name of the CPD programme administrator who accredited the programme;
- (4) The assigned CPD code of the programme;
- (5) The CPD point granted to the programme;
- (6) The full name of the participant;
- (7) The PT registration no. of the participant.

8.6 The programme provider should either return the attendance record to the CPD programme administrator or keep the attendance record for 6 years and easily accessible for the PT Board's or programme participants' reference.

8.7 If the applying organisation/individual disagrees with the decision made by the programme administrator, a formal appeal in writing can be submitted to the PT Board for its ultimate decision.

## PHYSIOTHERAPISTS BOARD

### Application for Appointment as Programme Administrator of Continuing Professional Development (CPD) Programme for Registered Physiotherapists

**Instructions :** - Supply complete information either directly on this form or on a form developed in a similar format

#### Part I : Fact Sheet

1. Name of Organization : \_\_\_\_\_

2. Address :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Name of Person in-charge : \_\_\_\_\_

4. Title or Position : \_\_\_\_\_

5. Telephone Number : \_\_\_\_\_ 6. Fax Number : \_\_\_\_\_

7. E-mail Address : \_\_\_\_\_

8. The section administratively and operationally responsible for accreditation of CPD programme if appointed :

\_\_\_\_\_  
(i.e., department/division/unit within the organization responsible for accrediting CPD programme)

## PHYSIOTHERAPISTS BOARD

### Application for Appointment as Programme Administrator of Continuing Professional Development (CPD) for Registered Physiotherapists

#### Part II: Documentation Report of Internal Evaluation as Programme Administrator:

Data in response to Criteria for Programme Administrator

1. ~ Nature of the organisation ~

2. ~ Beliefs & goals of the organisation in accreditation of CPD programmes ~

**3. ~ Administrative & organisational structure ~**  
 (Organisational chart(s) or other schematic(s) that depict the line of authority and organisational communication within the organisation as a whole as well as within the department / unit in relation to the accreditation of CPD programmes.)

The person in-charge of the overall day-to-day management and operation of the CPD programme accreditation :

Name(s)	Qualifications	Position/Title

**4. ~ Relevant experience in CPD programme accreditation ~**  
 (List out the past experience of the organisation in organizing/providing physiotherapy education, and/or running similar scheme of programme accreditation.)

**5. ~ Declaration of Understanding ~**

I have read through the various parts of this manual and understood the requirements of a programme administrator including the provision of accreditation work free of charge and respond swiftly to application of CPD programme accreditation within two weeks.

Name of Person in-charge : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

## Report Summary Sheet on Accreditation of CPD Programmes/Activities

( \_\_\_\_\_ - \_\_\_\_\_ )  
 Month / Year                      Month / Year

Name of the Programme Administrator : \_\_\_\_\_

CPD Code	Date		Duration (Contact Hours)	CPD Point(s)	CPD Programme/Activity Title	Specialty Stream		CPD Main Category	CPD Sub Category	Speaker(s) [Name(s) & Professional Qualifications]	Programme Organiser(s)
	Start	End				Primary	Secondary (If Applicable)				

## PHYSIOTHERAPISTS BOARD

### Classification Table of Physiotherapy Specialty Streams

Primary Specialty	Secondary Specialty
Musculoskeletal	Sports Physiotherapy
	Manipulative Therapy
	Work Rehabilitation
Cardiopulmonary	
Neurological	
Mental Health	
Palliative Care	
Geriatric	
Paediatric	Neonatal ICU
	Neurodevelopmental
	Paediatric Orthopaedics
	Adolescent Care
Others	Women's Health
	Community Rehabilitation
	Acupuncture
	Clinical Research
	Primary Care
Clinical Education	

*Sample Form for Individual/Organisation (non-accredited programme provider) to apply for Programme Accreditation from Programme Administrator*

***NAME OF THE PROGRAMME ADMINISTRATOR***

**APPOINTED PROGRAMME ADMINISTRATOR  
PHYSIOTHERAPISTS BOARD**

**Application for Accreditation of  
Continuing Professional Development (CPD) Programme for  
Registered Physiotherapists**

**Instructions: - Supply complete information either directly on this form or on a form developed in a similar format**

**Part I : Fact Sheet**

1. Name of Applicant: \_\_\_\_\_

2. Title or Position of Applicant: \_\_\_\_\_

3. Name of Organization (*if applicable*): \_\_\_\_\_  
\_\_\_\_\_

4. Address of Applicant or  
Applicant's Organization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Telephone Number : \_\_\_\_\_ 6. Fax Number: \_\_\_\_\_

7. E-mail Address: \_\_\_\_\_

8. The section administratively and operationally responsible for co-ordinating all aspects of CPD programme offered by the organization (*if applicable*):

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(i.e., department/division/unit within the organization responsible for providing CPD programme)



***NAME OF THE PROGRAMME ADMINISTRATOR***

**APPOINTED PROGRAMME ADMINISTRATOR  
PHYSIOTHERAPISTS BOARD**

**Application for Accreditation of  
Continuing Professional Development (CPD) Programme for  
Registered Physiotherapists**

**Part II: Documentation for Accreditation of the CPD Programme:**

<b>1. ~ Title of the programme ~</b>
<b>2. ~ Date, time and duration in hours ~</b>
<b>3. ~ Programme format ~</b> <input type="checkbox"/> On-site format <input type="checkbox"/> Online format <input type="checkbox"/> Lecture / Seminar/ Conference / Meeting <input type="checkbox"/> Workshop / Practical <input type="checkbox"/> Others (please specify: _____)
<b>4. ~ Venue ~</b>

**5. ~ Aim & objectives ~**

**6. ~ Contents ~**

**7. ~ Personnel ~**

The person in-charge of the Programme to be accredited:

Name(s)	Qualifications	Position/Title

Teachers, trainers, presenters, speakers, facilitators, etc. for this Programme are:

Name(s)	Professional Qualifications	Position/Title

**8. ~ Learning-teaching methods and facilities ~**

**9. ~ Methods of verifying participation with at least 75% of attendance ~**

**10. ~ Methods of evaluation of the effectiveness of the Programme ~**

Name of Applicant : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

***NAME OF THE PROGRAMME ADMINISTRATOR***

**APPOINTED PROGRAMME ADMINISTRATOR  
PHYSIOTHERAPISTS BOARD**

**Result Notification of CPD Programme Accreditation**

Name of Applicant: \_\_\_\_\_

Name of Organization \_\_\_\_\_  
(if applicable): \_\_\_\_\_

CPD Programme  
Title : \_\_\_\_\_  
Organiser : \_\_\_\_\_  
Date : \_\_\_\_\_

Please be notified that the application for accreditation of the above CPD programme was:

- Approved, with details as follows:
- CPD Points : \_\_\_\_\_
  - CPD Code : \_\_\_\_\_
  - CPD Main Category : \_\_\_\_\_
  - CPD Sub-Category : \_\_\_\_\_
  - Primary Specialty Stream : \_\_\_\_\_
  - Secondary Specialty Stream : \_\_\_\_\_

Not Approved, due to uncertainty in the following area(s) :

- Programme planning team & teaching staff
- Programme structure
- Learning outcome
- Facilities & support
- Quality assurance

Name of officer in-charge of programme accreditation : \_\_\_\_\_

Signature : \_\_\_\_\_ Email Address : \_\_\_\_\_

Telephone : \_\_\_\_\_ Date : \_\_\_\_\_

## PHYSIOTHERAPISTS BOARD

### Guidelines for Assignment of CPD Code

To facilitate the administration and communication of CPD programmes, each programme should be assigned with a specific and unique CPD code. The assignment of code should follow a set of coding scheme in order to ensure the consistency and integrity of the CPD codes assigned by programme administrator(s) and accredited programme provider(s).

#### Coding Scheme for Assignment of CPD Code

Each CPD code should be a nine-character set with the first 2 characters alphabetic and the last 7 characters numeric. Each character in the CPD code represents the following meanings:

Character	Type	Meaning	Examples
1 <sup>st</sup>	Alphabetic	Represents the organization name of the programme provider	A = Hong Kong Physiotherapy Association E = Heep Hong Society H = Hospital Authority P = Hong Kong Physiotherapy Union U = Hong Kong Polytechnic University S = SAHK M = Miscellaneous programme provider organizations applying accreditation from the programme administrator
2 <sup>nd</sup>	Alphabetic	Represents the CPD sub-categories	C = Core CPD programme N = Non-core CPD programme
3 <sup>rd</sup>	Numeric	Represents the CPD main categories	1 = Audience participation 2 = Post-graduate study in academic institution 3 = In-service training 4 = Self study 5 = Active participation in the form of lecturing/presentation 6 = Publication 7 = Public health education or promotional activity
4 <sup>th</sup> & 5 <sup>th</sup>	Numeric	Represents the year in 2 digits in which the CPD programme starts	05 = year 2005 in which the particular CPD programme started (even though the programme spanned across 2 years into year 2006)
6 <sup>th</sup> to 9 <sup>th</sup>	Numeric	Represents the serial number of CPD programme accredited by the particular organization in that year	0001 = the first programme accredited by the particular organization in the year represented by the 4 <sup>th</sup> & 5 <sup>th</sup> characters

An example can be provided by a CPD code of AC1050001 assigned to a CPD programme “Hong Kong Physiotherapy Association Annual Congress 2005” organized by the accredited programme provider “Hong Kong Physiotherapy Association”, which happened to be the first programme self accredited by the Hong Kong Physiotherapy Association in 2005.

In case when a CPD programme is jointly organized by more than 1 accredited programme providers, a consensus must be reached among the providers as of which one is the major provider for self accreditation and uses the first character to represent the organization in the CPD code.

**Essential contents on a printed /electronic attendance certificate issued by a non-accredited programme provider**

The full name of the programme: \_\_\_\_\_  
The date of the programme: \_\_\_\_\_  
The name of CPD programme administrator  
who accredited the programme: \_\_\_\_\_  
The CPD code: \_\_\_\_\_  
Core / Non-core : \_\_\_\_\_  
The CPD points granted: \_\_\_\_\_  
The full name of participant: \_\_\_\_\_  
The PT registration no. of the participant: \_\_\_\_\_