

**THE PROFESSIONAL BOARD FOR PSYCHOLOGY  
GUIDELINES FOR APPROVED ACCREDITORS OF  
CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) ACTIVITIES**

These guidelines are intended to assist and guide organisations who have been appointed by the Professional Board for Psychology (hereafter referred to as the Board); to accredit CPD activities (hereafter referred to as CPD accreditors) for all HPCSA registered categories of the psychological profession. These guidelines should be read in conjunction with the HPCSA CPD guidelines document as well as the criteria and guidelines for accreditors document.

**1. SCOPE OF PRACTICE**

- 1.1 CPD accreditors should ensure that CPD programmes are scope specific. CPD programmes should thus clearly indicate which Psychology practitioners they are intended for and activities should fall within the scope of practice of such practitioners.
- 1.2 CPD accreditors should ensure, in as far as possible, that there is a spread of scope appropriate CPD activities for all registered Psychology categories including Registered Counsellors and Psychometrists.
- 1.3 Should a CPD accreditor receive an application for approval of an activity that is outside the professional domain of Psychology the accreditor should consult with / refer to an accreditor within that profession.

## **2. PROFESSIONAL CAPACITY TO OFFER CPD ACTIVITIES**

- 2.1 CPD accreditors should ensure that CPD activities are presented by HPCSA registered practitioners. When reporting to the Board the report should reflect the HPCSA registration numbers of all the presenters of CPD programmes/activities.
- 2.2 Activities presented by psychology professionals from abroad can be considered provided that these professionals are registered with the relevant professional boards in their home country. Evidence of professional registration and relevance must be provided on the application.
- 2.3 Activities presented by professionals registered with other statutory councils, e.g. social workers and nurses, can be considered, provided that the activity is relevant to the scope of the profession of psychology and the scope of practice. Evidence of the professional registration and relevance must be provided on the application.
- 2.4 Accreditors should refer unclear CPD accreditation requests to the Board for approval.

## **3. TRANSPARENCY**

- 3.1 All applications for CPD activities have to be managed in a transparent manner in terms of administrative processes, representation of all registered categories of psychology, and reporting to the Board.
- 3.2 All CPD accreditors have to submit an annual report to the Education Committee of the Board on HPCSA form CPD5.

## **4. CPD ACTIVITIES / PROGRAMMES**

- 4.1 When psychometric tests are presented as CPD activities, the CPD accreditor needs to ensure that such psychometric tests are HPCSA classified.
- 4.2 CPD accreditors need to obtain evidence based information on topics being presented as CPD activities.

## **5. OBLIGATIONS**

5.1 The HPCSA CPD committee may randomly conduct quality assurance checks of CPD accreditors. Accreditor status may be reviewed and/or revoked after such quality check(s) or should any critical incident be brought to the attention of the HPCSA.

Potential Accreditors should apply to the Board for registration as an accreditor on Form CPD4.

