

**CHIROPRACTORS COUNCIL  
HONG KONG**

**MANUAL FOR THE  
VOLUNTARY  
CONTINUING PROFESSIONAL  
DEVELOPMENT SCHEME  
FOR REGISTERED CHIROPRACTORS**

*(for individual chiropractors and institutions applying for accreditation  
of individual programmes as CPD programmes)*

**(2016 – 2018)**

*(Revised with effect from 1 January 2016)*

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## 1. INTRODUCTION

- 1.1 To encourage chiropractors to keep on enriching their professional knowledge and skills, the Chiropractors Council (“the Council”) has decided to introduce Continuing Professional Development (“the CPD”) scheme for registered chiropractors. The Council aims at implementing a mandatory scheme, under which compliance with CPD requirements will be the prerequisite to issuance of the practising certificate. In order to implement the mandatory scheme, necessary amendments will have to be made to the Chiropractors Registration Ordinance (“CRO”). Before amendment of the CRO to provide for the mandatory scheme, a **voluntary** scheme is first launched with effect from 1 January 2010. Following the completion of the two voluntary cycles on 31<sup>st</sup> December 2015<sup>1</sup>, a new 3-year cycle of the voluntary scheme will commence on 1<sup>st</sup> January 2016.
- 1.2 The Education Committee, established under the Council, is responsible for the overall implementation and evaluation of the CPD scheme for registered chiropractors. This document sets out the details of the scheme including the accreditation system and administration of the scheme.
- 1.3 The Education Committee shall publish the latest information of the CPD scheme on the Council’s website, for examples, a current list of Accredited CPD Providers (“the ACPs”) appointed by the Council to organize the CPD activities for registered chiropractors and other CPD activities organized by non-ACP bodies which are accredited by the Education Committee. For details, please visit the CPD webpage of the Council’s website ([http://www.chiro-council.org.hk/english/index\\_cpd.htm](http://www.chiro-council.org.hk/english/index_cpd.htm))

## 2. OBJECTIVES OF THE CPD SCHEME

- 2.1 The purpose of the CPD scheme is to encourage chiropractors to continuously enrich their professional knowledge and skills through participation in a broad range of CPD activities so as to enhance the professionalism and service standards of the chiropractic profession in Hong Kong.

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<sup>1</sup> The first voluntary CPD cycle: from 1<sup>st</sup> January 2010 to 31<sup>st</sup> December 2012  
The second voluntary CPD cycle: from 1<sup>st</sup> January 2013 to 31<sup>st</sup> December 2015

### 3. CPD CYCLE AND CPD POINT REQUIREMENTS

- 3.1 A fixed **3-year** voluntary CPD cycle from January to December is adopted. All registered chiropractors are **free** to join the voluntary CPD scheme. No prior registration is required.
- 3.2 A chiropractor is encouraged to obtain **72 CPD points** in a 3-year cycle. Although there is no specified requirement for each year, chiropractors are encouraged to obtain an average of 24 CPD points each year. Since joining the scheme is voluntary, no pro-rata CPD point requirement will be made for those who join in the midst of the cycle.
- 3.3 A **CPD Certificate** will be issued to those who have attained 24 CPD points in a year. Chiropractors will be allowed to use the title ‘**CPD-certified (year)**<sup>2</sup>’ or ‘**持續專業發展認證 (年份)**’ in their visiting cards and letterheads if they have been awarded the CPD Certificate which is then in force.

### 4. CPD ACTIVITIES

- 4.1 CPD activities are classified as follows -
- (a) Active participation
  - (b) Receptive participation
  - (c) Self-study
  - (d) Publication
  - (e) Postgraduate Studies
- 4.2 Chiropractors may participate in the CPD activities organized by the Accredited CPD Providers (“ACPs”) to attain the accredited CPD points from active/receptive participation. A list of ACPs currently appointed by the Council for the voluntary CPD scheme is at **Appendix I**. Details of the application procedures for appointment as ACPs are set out in ‘Manual for Accreditation as a Provider of the CPD scheme for Registered Chiropractor’.

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<sup>2</sup> For example, chiropractors who were awarded the 2010 CPD Certificate will be allowed to use the title ‘CPD-certified (2010)’ or ‘持續專業發展認證 (2010)’.

4.3 Chiropractors/institutions may also apply to the Education Committee of the Chiropractors Council for accreditation of CPD activities organized by non-ACP bodies, self-study, publication and postgraduate studies. Details of the application procedures are set out in Section 7.

4.4 Both the ACPs and the Education Committee will adopt the same assessment criteria for accreditation of CPD activities.

## **5. ACCREDITATION OF CPD ACTIVITIES**

5.1 To be eligible for being accredited as CPD activities, the activities should satisfy the following criteria –

- (a) the primary purpose of the activity is to improve the quality of patient care;
- (b) the content of the activity is of high scientific, clinical and ethical standard;
- (c) a learning need has been considered and demonstrated;
- (d) clear learning objectives have been stated;
- (e) the learning environment is suitable for attaining the learning objectives; and
- (f) the activity is evaluated and accredited by Programme Accreditor, i.e., the ACPs (for the activities they organized) or the Education Committee (for non-ACP activities).

## **6. CALCULATION OF CPD POINTS**

6.1 The CPD points accredited for an activity will be determined having regard to the time spent on the activity, the mode of participation (active/receptive), and the nature of the activity. Details of the allocation method are set out in the following subsections.

## **6.2 Active participation**

6.2.1 Active participation includes a chiropractor's participation –

- (a) as a speaker, moderator, panelist or presenter in an accredited CPD activity
- (b) as a teacher/trainer in a formal and didactic undergraduate or postgraduate course
- (c) as a trainer in a hands-on clinical or laboratory course

6.2.2 The content of CPD activities eligible for accreditation is at **Appendix II** where 2 CPD points will be allocated per hour of active participation.

## **6.3 Receptive participation**

6.3.1 Receptive participation includes a chiropractor's participation –

- (a) as a recipient in an accredited CPD activity
- (b) as a trainee in a formal and didactic post-graduate course
- (c) as a trainee in a hands-on clinical or laboratory course

6.3.2 The content of CPD activities eligible for accreditation is at **Appendix II** where 1 CPD point will be allocated per hour of receptive participation.

## **6.4 Mixed participation**

6.4.1 For both active and receptive participation in the same CPD activity, CPD points will be apportioned to the active part and the receptive part separately. For example,

<b>Mode of Participation in an CPD activity</b>	<b>CPD points earned</b>
1 hour as speaker (active participation)	2 CPD points
2 hours as audience (receptive participation)	2 CPD points
<b>Total points attained</b>	<b>4 CPD points</b>

## **6.5 Calculation method**

6.5.1 Time over 0.5 hour should be rounded up to the nearest hour, otherwise it should be rounded down to the nearest hour. Examples are -

- (a) 1 hour 40 minutes – to be rounded up to 2 hours
- (b) 1 hour 30 minutes – to be rounded down to 1 hour

## **6.6 Ceiling for active / receptive participation**

6.6.1 The maximum CPD points to be attained from active / receptive participation are -

- (a) Active participation as a teacher/trainer in a formal and didactic undergraduate or postgraduate course
  - A maximum of 12 CPD points a year
- (b) Receptive participation as a trainee in a formal and didactic post-graduate course
  - A maximum of 20 CPD points a year for full-time courses
  - A maximum of 12 CPD points a year for part-time courses
- (c) The number of CPD points to be accredited for **a single activity** is limited to the maximum of **20 CPD points**.

## 6.7 Self-study

6.7.1 Self-study materials must be primarily applicable to chiropractic. Self-study activity includes -

- (a) Reading of paper - 1 CPD point per paper (the paper should be submitted for assessment).
- (b) Self-assessment course - each course to be assessed individually for the applicable number of CPD points
- (c) Network educational programme (e.g. online tests/DVDs), organized distance-learning and other forms of self-study programmes - prior approval should be obtained from the Education Committee.
- (d) Books/book chapters/monographs

An original written review of the books/book chapters/monographs primarily applicable to chiropractic published by a professional publisher and approved by the Education Committee may attract 2 CPD points.

For reading of papers/books/book chapters/monographs and other forms of self-study without assessment, chiropractors should submit a summary and a critical assessment of the value of the material studied at Section 3.1 of Form A to the Education Committee for assessment.

6.7.2 The number of CPD points to be attained from self-study is limited to **8 CPD points** a year.

## 6.8 Publication

6.8.1 The publication must be papers of clinical and/or academic interest, published in peer review professional journals indexed by Index Medicus or Index to Chiropractic Literature. The following CPD points will be allocated -

- (a) as chief/principal author - 8 CPD points



(b) as co-author - 4 CPD points

6.8.2 The number of CPD points to be attained from publication is limited to **20 CPD points** a year.

## **6.9 Postgraduate Studies**

6.9.1 Participation includes **full-time** or **part-time** study of doctor of philosophy, master, postgraduate diploma or advanced diploma programmes related to chiropractic in recognized institutions.

6.9.2 The maximum number of CPD points to be attained from postgraduate studies is -

(a) Full-time postgraduate study - 20 CPD points a year

(b) Part-time postgraduate study - 12 CPD points a year

## **7. APPLICATION FOR ACCREDITATION OF CPD ACTIVITIES**

### **7.1 Individual Chiropractors**

7.1.1 Chiropractors may seek approval from the Education Committee to accredit the following CPD programmes by completing **Form A** –

(a) Active/Receptive Participation in seminars, academic conferences, workshops or courses organized by non-ACP bodies

(b) Self-study

(c) Publication

(d) Postgraduate studies

7.1.2 For those chiropractors who have attained CPD points overseas and wish to count them as local attainment, they must apply to Education Committee for accreditation of the CPD activities they have attended. Only those CPD activities accredited by the Education Committee will be counted as local CPD attainment.

7.1.3 For accreditation of postgraduate programmes, chiropractors may apply for accreditation EITHER for different components of the

programme under the category of '*receptive participation*' and/or '*self-study*' (as appropriate) OR the whole programme under the category of '*postgraduate studies*'. Double claim of CPD points for a single programme under different CPD categories will not be allowed.

## 7.2 Institutions

- 7.2.1 Institutions organizing seminars, academic conferences, workshops or courses can apply to the Education Committee for accreditation of the programme as CPD activity for registered chiropractor. The institution should make the application by completing **Form B** and submit it to the Education Committee at least three months before the commencement of the programme.
- 7.2.2 Before the programme is approved by the Education Committee as a CPD activity, organizing institutions are **not** allowed to publicize or claim the programme as accredited by the Council or indicate in any information/document relating to the programme (e.g. promotion materials) the number of CPD points that may be granted to the participants.
- 7.2.3 Upon completion of the CPD activity, the institution should issue attendance proof to each registered chiropractor who has completed the programme.
- 7.3 The Education Committee will assess each application in accordance with the criteria as set out in Section 5. To facilitate processing of the application, the Education Committee may require the applicant / applying institution to provide further information or clarify any information submitted in respect of the application. Failure to provide the required information may result in rejection of the application.
- 7.4 The Education Committee will notify the individual applicant / applying institution of the results in writing. If the CPD activity is accredited, the Education Committee will assign a specific code to the activity concerned and award the CPD points to the activity according to Section 6. Chiropractors should include this information in CPD record form for submission to the Education Committee. For details, please refer to Section 8.

7.5 Individual applicant / applying institution must report to the Education Committee immediately if there is any change to the content of the programme concerned. The Education Committee may vary the assessment results in accordance with the changes to the content and arrangement of the CPD activity.

## **8. CPD RECORD**

8.1 A **self-honour** system is adopted in the voluntary CPD scheme. A chiropractor joining the voluntary scheme should maintain a record of the CPD activities he/she has partaken. At the end of each year, he/she will be invited to submit a CPD record form (**Form C**) to the Education Committee stating all the CPD activities they have participated and the CPD points attained in the year, with a declaration that the information submitted is true and correct.

8.2 Chiropractors must keep the attendance records and evidence of the activities they have partaken, and produce them for audit purpose if called upon by the Education Committee. The Education Committee will audit check 5% of the returns randomly selected where the chiropractors concerned are required to submit documentary proof of their participation in the CPD programmes to the Education Committee.

**List of Accredited CPD Providers  
appointed by the Chiropractors Council for the voluntary CPD scheme**

Name of the Organization	Contact Information	Period of Appointment
1. Hong Kong Chiropractors Association Limited	Website: <a href="http://www.hkca.org">http://www.hkca.org</a>	1 January 2016 to 31 December 2018
2. Chiropractic Doctors' Association of Hong Kong Limited	Website: <a href="http://www.cda.org.hk">http://www.cda.org.hk</a>	1 January 2016 to 31 December 2018
3. China Hong Kong Macao Chiropractic Association	Website: <a href="http://www.chkmca.com">http://www.chkmca.com</a>	12 August 2013 to 11 August 2016

**CPD activities eligible for accreditation**

1. Ageing and Geriatrics
2. Clinical Biomechanics and Clinical Anatomy
3. Clinical and Diagnostic Science
4. CPR & First Aid
5. Diagnostic Imaging
6. Disability and Impairment Rating
7. Epidemiology
8. Ergonomics
9. Ethics
10. Exercise Physiology
11. Men's health, Women's health
12. Microbiology, Applied Biochemistry and Physiology
13. Nutrition and nutraceutical
14. Neurology and Orthopedics
15. Neurophysiology
16. Paediatric and Adolescent Health
17. Pain Management
18. Pharmacology
19. Practice Risk Management
20. Psychology
21. Public Health
22. Rehabilitation
23. Statistics, Study Design and Research Methodology
24. Professional Education in other health sciences
25. Chiropractic Principles
26. History of Chiropractic
27. Techniques (therapeutic or adjunctive)

Remarks: Activities on personal and motivational training, political meetings, or practice management for the purposes of financial gain will **not** be accredited.

**CHIROPRACTORS COUNCIL**

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

**[For completion by individual chiropractors ]**

*Please read the Guidance Notes before completion of this form.*

**Particulars of the Applicant**

- 1. Name of the Applicant : \_\_\_\_\_
- 2. Registration Number : \_\_\_\_\_
- 3. Contact
  - Phone number : \_\_\_\_\_
  - E-mail address : \_\_\_\_\_
  - Correspondence address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Programme Information**

**Section 1 Types of CPD activities**

*(Please read section 7.1.3 before completion)*

- Active / Receptive Participation in seminars / academic conferences / workshops / courses *(please complete section 2)*
- Self-study *(please complete section 3)*
- Publication *(please complete section 4)*
- Postgraduate Studies *(please complete section 5)*

*(Please complete a separate Section 2 for each programme to be accredited)*

**Section 2 Active/Receptive Participation in seminars/academic conferences/  
workshops/courses**

**2.1. Title of the programme**

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**2.2. Name of the organizer**

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**2.3 Details of the programme**

Date : From \_\_\_\_\_ to \_\_\_\_\_

Time : From \_\_\_\_\_ to \_\_\_\_\_

*(If the programme is to be held for a number of days, please specify the time schedule on each day)*

Duration : \_\_\_\_\_ (total in hours)

Venue :

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### 2.4 Active / Receptive Participation

*(Please state your mode of attendance to the activity)*

Active participation  
*(being a speaker, moderator, panelist, presenter, teacher or trainer)*

Receptive participation *(being a recipient/trainee)*

Mixed participation

*[Please state the number of hours you will participate as a speaker/ moderator/ panelist/presenter/teacher/trainer (Active) and a recipient/trainee (Receptive)]*

Active Participation \_\_\_\_\_ (hours)

Receptive Participation \_\_\_\_\_ (hours)

### 2.5 Contents of the programme (e.g. subject(s) covered in the programme)

*(Applicant must submit a copy of the programme outline / prospectus / enrolment brochure or any other relevant information of the programme together with the application)*

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**2.6 Instructors, speakers, teachers, trainers, presenters of the programme (for ‘Receptive Participation’ only)**

*(Please specify the name of each instructor/presenter and his qualifications or professional experience below)*

Name	Qualification or professional experience

**2.7 Any other information**

*(Applicant may include any other information he wishes the Education Committee to consider in accreditation of the programme)*

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### Section 3 Self-study

Self-study materials must be primarily applicable to chiropractic, including (i) scientific papers, (ii) books / book chapters / monographs published by professional publishers, and (iii) network educational programme / e-learning materials presented by academic institutions, professional bodies or government agents.

*Please state the type of self-study -*

Reading of paper / book / book chapters / monographs and other forms of self-study programmes **without** assessment (*please complete section 3.1*)

Self-assessment course / network educational programme (such as online tests / DVDs) / organized distance-learning and other forms of self-study programmes **with** assessment (*please complete section 3.2*)

#### **3.1. Reading of paper / book / book chapters / monographs and other forms of self-study programmes without assessment**

*(Applicant must submit a copy of the paper for assessment together with the application)*

3.1.1 Title of the paper/book/book chapter(s)/monographs/e-learning material(s)-

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3.1.2 Author(s) –

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3.1.3 Journal/volume/pages/edition/year published/pages/websites -

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3.1.4 Time spent - \_\_\_\_\_ (hours) \_\_\_\_\_ (minutes)

3.1.5 Summary –

*(Applicant should describe the background of the subject area, main contents of the material and conclusions or suggestions in 150 – 200 words)*

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3.1.6 Critical assessment of the value of the material studied –

*(Applicant should submit a critical assessment consisting of a brief review of the subject area and rationale for the issue, scientific values of the material, clinical implications, critical views, recommendations and perspectives, etc. in 100 - 200 words)*

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**3.2. Self-assessment course, network educational programme, organized distance-learning and other forms of self-study with assessment**

*(Please state details of the self-study course/programme)*

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**3.3 Any other information**

*(Applicant may include any other information he wishes the Education Committee to consider in accreditation of the programme)*

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*(Please complete a separate Section 4 for each publication to be accredited)*

## **Section 4 Publication**

### **4.1. Title of the publication**

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### **4.2 The professional journal where the paper is published**

Name : \_\_\_\_\_

Year : \_\_\_\_\_

Volume & Issue No.: \_\_\_\_\_

### **4.3 Participation in the publication**

As chief/principal author

As co-author

### **4.4 Abstract of the paper**

*(Please state below the abstract of the paper or submit a copy of the abstract together with the application)*

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## **Section 5 Postgraduate Studies**

### **5.1 Name of the programme**

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### **5.2 The institution offering the programme**

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### **5.3 Level of the academic qualification to be attained**

- Doctor of Philosophy
- Master degree (including Master of Philosophy or taught programme)
- Postgraduate Diploma
- Advanced Diploma

### **5.4 Participation**

- Full-time
- Part-time

## Section 6 Submission of supporting documents

The following documents are enclosed –

Active / Receptive participation

A copy of the programme outline / prospectus / enrolment brochure of the seminar/academic conference/course

Self-study

Reading of paper – a copy of the paper

Supporting documents for reading of book / book chapters / monographs / self-assessment course / network educational programme / organized distance-learning or other forms of self-study

Publication

An abstract of the paper published in the journal

Other information (a total of \_\_\_\_\_ pages)

I declare that all the information provided in this application (including all supplementary documents) is true, complete and correct.

**Name** : \_\_\_\_\_

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

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



## **General Notes for Completion of Application Form A**

1. Application form and relevant documents should be submitted to the Secretariat of Chiropractors Council via one of the following means –  
  
By post : Secretariat, Chiropractors Council  
2/F, Shun Feng International Centre  
182 Queen's Road East, Wan Chai, Hong Kong  
  
By fax : (852) 2865 5540  
  
By e-mail : [chiro-council@dh.gov.hk](mailto:chiro-council@dh.gov.hk)
  
2. The applicant may apply for accreditation of more than one CPD programme at the same time. Please complete a separate form under the relevant section for each CPD programme to be assessed.
  
3. Applicant must ensure that all the relevant parts of the application form are completed and that the information provided is true, complete and accurate. It is the duty of the applicant to provide sufficient information to support the application. Failure to provide supporting information as requested by the Education Committee may result in rejection of the application.
  
4. Should there be insufficient space in the application form, please use separate sheets as needed and indicate such in the relevant parts of the application form. Additional sheets should be submitted together with the application form.
  
5. The information provided in the application will be used for processing the application for accreditation of CPD activities, keeping records for the CPD scheme and other related purposes in relation to the Chiropractors Registration Ordinance, Chapter 428 and its subsidiary legislation. It is mainly for use within the Chiropractors Council but may also be disclosed to other Government bureaux/departments, agencies or authorities which are authorized to receive information relating to law enforcement, prosecution or review of decisions. For correction of or access to the applicant's information after submitting the application form, please contact the Secretariat.
  
6. For enquiries, please contact the Secretariat by phone (852) 2527 8363 or by e-mail ([chiro-council@dh.gov.hk](mailto:chiro-council@dh.gov.hk)).

**CHIROPRACTORS COUNCIL**

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

**[For completion by the institution organizing the programme ]**

*(Application must be submitted at least 3 months before the commencement  
of the programme)*

*Please read the Guidance Notes before completion of this form.*

**Particulars of the Applying Institution**

1. Name : \_\_\_\_\_

2. Nature :

Professional association

Training institution

Others (Please specify : \_\_\_\_\_)

3. Website : \_\_\_\_\_

4. Contact person

• Name : \_\_\_\_\_

• Position held : \_\_\_\_\_

• Phone number : \_\_\_\_\_

• E-mail address : \_\_\_\_\_

• Correspondence  
address : \_\_\_\_\_

**Programme Information**

*(Please complete a separate section for each programme)*

**1. Format of the programme**

- Seminar
- Academic conference
- Course
- Workshop / Practicum
- Others (Please specify : \_\_\_\_\_)

**2. Details of the programme**

**2.1. Title**

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

**2.2 Schedule**

Date : From \_\_\_\_\_ to \_\_\_\_\_

Time : From \_\_\_\_\_ to \_\_\_\_\_

*(If the programme is to be held for a number of days, please specify the time on each day)*

Duration : \_\_\_\_\_ (total in hours)

Venue : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 2.3 Learning objectives

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### 2.4 Contents (e.g. subject(s) covered in the programme)

*(Applying institution must submit a copy of the programme outline / prospectus / enrolment brochure or any other relevant information of the programme together with the application.)*

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### 2.5 Instructors, speakers, teachers, trainers, presenters of the programme

*(Please specify the name of each instructor/presenter and his professional qualifications or experience)*

Name	Qualification or professional experience

## 2.6 Any other information

*(Applying institution may include any other relevant information which may help the Education Committee's consideration for accreditation of the programme)*

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## 3. Submission of supporting documents

The following documents of the programme are enclosed –

- Programme outline
- Prospectus
- Enrolment brochure
- Other information (a total of \_\_\_\_\_ pages)

I am authorized by \_\_\_\_\_ *(the applying institution)* to make this application to the Education Committee and declare on behalf of the institution that all the information provided in this application (including all supplementary documents) is true, complete and correct. I understand that the institution should fulfil the responsibilities as stated under Section 7.2.2, 7.2.3 and 7.5 of the Manual of the Voluntary CPD Scheme for Registered Chiropractors.

**Name\*** : \_\_\_\_\_

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

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

\* The authorized person in the institution for making the application.

## General Notes for Completion of Application Form B

1. The application should be submitted by a person who is authorized by the applying institution to make the application to the Education Committee on behalf of the institution.
2. Application form and relevant documents should be submitted to the Secretariat of Chiropractors Council **at least three months before the commencement of the programme** via one of the following means –  
  
By post : Secretariat, Chiropractors Council  
2/F, Shun Feng International Centre  
182 Queen’s Road East, Wan Chai, Hong Kong  
  
By fax : (852) 2865 5540  
  
By e-mail : [chiro-council@dh.gov.hk](mailto:chiro-council@dh.gov.hk)
3. The applying institution may apply for accreditation of more than one CPD programme at the same time. Please complete a separate programme information form under the relevant section for each CPD programme to be assessed.
4. Applying institution must ensure that all the relevant parts of the application form are completed and that the information provided is true, complete and accurate. It is the duty of the applying institution to provide sufficient information to support the application. Failure to provide supporting information as requested by the Education Committee may result in rejection of the application.
5. Should there be insufficient space in the application form, please use separate sheets as needed and indicate such in the relevant parts of the application form. Additional sheets should be submitted together with the application form.
6. The information provided in the application will be used for processing the application for accreditation of CPD activities, keeping records for the CPD scheme and other related purposes in relation to the Chiropractors Registration Ordinance, Chapter 428 and its subsidiary legislation. It is mainly for use within the Chiropractors Council but may also be disclosed to other Government bureaux/departments, agencies or authorities which are authorized to receive information relating to law enforcement, prosecution or review of decisions. For correction of or access to the applicant’s information after submitting the application form, please contact the Secretariat.
7. For enquiries, please contact the Secretariat by phone (852) 2527 8363 or by e-mail ([chiro-council@dh.gov.hk](mailto:chiro-council@dh.gov.hk)).

**CHIROPRACTORS COUNCIL**

**Record of Continuing Professional Development (CPD) Activities Attended  
for the voluntary cycle from 1 January 2016 to 31 December 2018**

This form should be returned to the Secretariat of the Chiropractors Council by end of January each year by fax ((852) 2865 5540), e-mail (*chiro-council@dh.gov.hk*) or post (2/F, Shun Feng International Centre, 182 Queen's Road East, Wan Chai, Hong Kong)

**Reporting year** : 2016 / 2017 / 2018 (Please delete as appropriate)

**I. Active Participation in CPD activities**

Period of attendance				Programme Code *	Title of CPD Programme / Activity	Organizer	CPD points attained
DD	MM	YY	to				
			to				
			to				
			to				
			to				
			to				
			to				
			to				
			to				
			to				
<b>Total CPD Points Attained:</b>							

Name : \_\_\_\_\_ Registration Number: \_\_\_\_\_

\* The programme code assigned by Accredited CPD Providers or Education Committee for the CPD activity

## II. Receptive Participation in CPD activities

Period of attendance								Programme Code *	Title of CPD Programme / Activity	Organizer	CPD points attained
DD	MM	YY	to	DD	MM	YY					
			to								
			to								
			to								
			to								
			to								
			to								
			to								
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			to								
			to								
			to								
			to								
			to								
			to								
			to								
<b>Total CPD Points Attained:</b>											

Name : \_\_\_\_\_ Registration Number: \_\_\_\_\_

\* The programme code assigned by Accredited CPD Providers or Education Committee for the CPD activity



### III. Self-study

Programme Code (assigned by Education Committee)	Types of self-study (please put a X in the appropriate box)					CPD Points Attained
	Reading of paper	Self-assessment course	Network educational programme	Organized distance-learning programme	Others	
<b>Total CPD points attained</b> (a maximum of <b>8</b> CPD points a year)						

### IV. Publication

Programme Code (assigned by Education Committee)	Title of the publication published in professional journal	CPD Points Attained
<b>Total CPD points attained</b> (a maximum of <b>20</b> CPD points a year)		

Name : \_\_\_\_\_ Registration Number: \_\_\_\_\_

**V. Postgraduate Studies**

**(i) Full-time postgraduate studies**

Programme Code (assigned by Education Committee)	Title of the postgraduate programme	CPD Points Attained
<b>Total CPD points attained</b> (a maximum of <b>20</b> CPD points a year)		

**(ii) Part-time postgraduate studies**

Programme Code (assigned by Education Committee)	Title of the postgraduate programme	CPD Points Attained
<b>Total CPD points attained</b> (a maximum of <b>12</b> CPD points a year)		

**Total CPD Points Attained for the year** : \_\_\_\_\_

**I declare that all the information provided in this form is true and correct.**

**Name** : \_\_\_\_\_

**Registration Number** : \_\_\_\_\_

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

**Date of submission** : \_\_\_\_\_

