



# AAPM Membership Pathway



## Table 1: AAPM CPD Points

EDUCATION POINTS	
<b>Formal Education</b>	AAPM courses, seminars and e-learning modules; UNEP/AAPM courses: 5 points = 1 hour of management related learning (minimum 1 hour).
	Other courses and study modules, seminars & on-line modules: 2 points = 1 hour of management related learning (minimum 1 hour).
<b>Conferences</b>	AAPM national conference =100 points. Day attendance = 30 points per day.
	Other business or health related conferences = 50 points (max) Day attendance = 15 points per day.
<b>Related reading</b>	10 points for annual subscription to AAPM's journal, The Practice Manager. 5 points for other business and healthcare management journal subscriptions per year.
<b>Publications &amp; Presentations</b>	<ul style="list-style-type: none"> <li>• Articles in AAPM journals – 30 points</li> <li>• Articles in professional journals – 20 points</li> <li>• Published professional papers – up to 50 points on assessment by AAPM</li> <li>• Professional presentations/ teaching – 20 points per individual activity and up to 50 points per year on assessment by AAPM.</li> </ul> <p>Note: Each article can only be included once for CPD purposes</p>
CONTRIBUTION POINTS	
<b>Contribution to AAPM</b>	20 points per year of service on State Committees or National Taskforces. Or 40 points per year of service on the National AAPM Board.
<b>Activities</b>	5 points per activity with a maximum of 20 points over 3 years for: <ul style="list-style-type: none"> <li>• Participation on committees or working parties that represent, promote or contribute to practice management throughout the healthcare industry.</li> <li>• Surveying for practice accreditation.</li> </ul>

## Table 2: Membership CPD requirements

**AAPM recommends that all Members attain a minimum of 100 CPD points each triennium to remain current with Professional Practice.**

**The following CPD points must be attained each triennium to maintain your status at these levels with the entitlement to use post-nominals.**

<b>Certified Practice Manager</b>	<p><b>200 CPD points per triennium</b></p> <ul style="list-style-type: none"> <li>• Points must be gained in at least 3 different areas with a minimum of 70% and a maximum of 90% being for education or conferences.</li> <li>• A Certified Practice Manager Certificate will be issued for maintaining 200 CPD points every 3 years</li> <li>• Certified Practice Managers who fail to maintain the prescribed level of CPD will no longer be eligible to hold CPM status.</li> </ul>
<b>Fellow</b>	<p><b>300 CPD points per triennium:</b></p> <ul style="list-style-type: none"> <li>• Points must be gained in at least 3 different areas with a minimum of 70% and a maximum of 90% being for education or conferences.</li> <li>• A Fellowship Certificate will be issued for maintaining 300 CPD Points every 3 years.</li> <li>• Fellows who fail to maintain the prescribed level of CPD will no longer be eligible to hold Fellowship status.</li> </ul>

## Table 3: What Membership level will I have under the new structure?

<b>Old System</b>		<b>New System</b>
Associate Member	remains	Associate Member
Member	remains	Member
Member	with required qualifications, may apply to become	Certified Practice Manager
Associate Fellow	with required qualifications, may apply to become	Certified Practice Manager
Fellow	remains	Fellow
Affiliate member	becomes	Corporate member

## Table 4: Examples

CPD Points	Activities
<b>100</b>	<p>AAPM Journal (3yrs) = 30 pts  Attendance at 1 AAPM Conference = 100 pts  Staff Development Day = 30 pts  <b>Total = 160 pts</b></p> <p>AAPM Journal = 30 pts  3 AAPM e-learning modules (1.0 hr ea)= 15 pts  HR Journal subscription = 15 pts  Half day AAPM seminar per year = 45 pts  <b>Total = 105 pts</b></p>
<b>200</b>	<p>AAPM Journal = 30 pts  1 AAPM Conference = 100 pts  1 Practice Manager Development Day = 30 pts  5 AAPM courses (2 hrs ea) = 50 pts  <b>Total = 210 pts</b></p> <p>AAPM Journal = 30 pts  UNEP/AAPM module (20 hrs) = 100 pts  Participation on AAPM Committee = 20 pts  AAPM Conference = 100 pts  <b>Total = 250 pts</b></p>
<b>300</b>	<p>AAPM Journal = 30 pts  2 AAPM Conferences = 200 pts  3 AAPM Day Seminars (6 hrs ea) = 90 pts  <b>Total = 310 pts</b></p> <p>AAPM Journal = 30 pts  1 AAPM Conference = 100 pts  UNEP/AAPM course (25 hrs) = 125 pts  Participation on AAPM Committee = 60 pts for 3 yrs  Journal article = 20 pts  <b>Total = 335 pts</b></p>