

Continuing Professional Development Frequently Asked Questions

The Royal Australian
and New Zealand
College of
Obstetricians and
Gynaecologists

**For a complete list of the FAQs or for more information on another topic,
please visit our website:
www.ranzcog.edu.au/fellows/cpdfaqs**

Annual Points Claim (APC) form

What is the Annual Points Claim (APC) form?

The Annual Points Claim (APC) form is a double-sided form on which Fellows must list and claim points for their Continuing Professional Development activities completed in the previous year.

When is my Annual Points Claim (APC) form sent to me?

The Annual Points Claim (APC) form is sent to you:

- on the 1st anniversary (12 months in) of your current CPD period
- 2nd anniversary (2 years in)
- 2 months prior to the end date of your current CPD period.

When do I have to submit my Annual Points Claim (APC) form?

You have 6 weeks from the date of the covering letter to return the APC to College House. By submitting the APC, (even if it is blank), we can confirm that you are participating in a CPD program. Many jurisdictions require evidence of participation in CPD. The APC is to be submitted annually.

Do I need to send documentation regarding my activities to the College with my APC?

You do not need to send your documentation with your Annual Points Claim form. However, you should keep all documentation for your activities in case you are randomly selected for a Verification Check. The number of points you are claiming should simply be listed on your Annual Points Claim form.

I have not claimed an activity on my previous Annual Points Claim (APC) form. Can I claim it on my next APC form?

Yes, but only if you participated in the activity during your current 3-year CPD period. Your current CPD period time frame is located on the top of the APC next to "Current Period Dates:"

Can I carry over extra CPD points to my next 3-year CPD period?

No, the CPD Committee does not approve points to be carried over from one CPD period to the next 3-year CPD period.

Who do I contact for more information regarding the Annual Points Claim form?

Please contact Val Spark, Continuing Professional Development Co-ordinator at College House.

Contact Details

For queries relating to the Continuing Professional Development program including point allocation, activities, ideas and issues, please contact:

Ms. Val Spark
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For specific queries relating to Practice Review and Clinical Risk Management (PR&CRM) activities, ideas and projects, please contact:

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Or

The general email: prcrm@ranzcoг.edu.au

College house staff can be contacted to discuss any issues/questions

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