

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/cpdfags

Meeting/Conference Attendance

What type of evidence do I need to keep for meeting/conference attendance?

Proof of attendance (certificate or equivalent), is required for all meetings/conferences. Any one of the following documentation will be accepted as evidence:

- certificate of attendance
- a letter confirming your registration
- receipt for fees paid
- if appropriate/available, an excerpt from the Minutes listing attendees

Do I need extra evidence for overseas meetings/conferences and meetings/conferences not accredited by the College?

Yes. A copy of the program with details of the dates and sessions attended is required for overseas meetings and meetings not accredited by the College.

Do I automatically receive points for meetings/conferences accredited by the College?

No. These points should be claimed on your next Annual Points Claim form. You should retain the Certificate of Attendance for the meeting/conference with your verification documentation in case you are randomly selected for a Verification Check.

How many points can I claim for a meeting/conference accredited by the College?

If the conference was accredited by the College, the allocated points can be found in the following areas:

- on the Certificate of Attendance supplied by the conference organisers
- on the website www.ranzcog.edu.au under “*Meetings and Conferences*”, then go to “*Points for past meetings*”
- “*List of allocation of points for meetings*” flyer, enclosed with your Annual Points Claim (APC) form
- contact the College

How many points do I claim if the meeting/conference was not accredited by the College?

Points can be claimed on the basis of 1 point per hour of educational activity attended.

Where do I claim points for meetings not accredited by the College on the APC form?

For meetings/conferences held in Australia, you claim your points under “Meeting Attendance Other Meetings”. For meetings/conferences held overseas, you claim your points under “Meetings Attendance Overseas O&G Meetings”.

Can I claim points for attending Committee Meetings?

You cannot claim CPD points for business meetings. However, if the meeting was a clinical meeting such as a peer review or Perinatal Morbidity and Mortality Meeting, you can claim this as a Practice Review and Clinical Risk Management (PR&CRM) activity at the rate of one point per hour of participation or presentation. For further information, please see the PR&CRM section of these frequently asked questions.

Can I claim points for organising a meeting/conference?

No. You can only claim CPD points for participation in the actual meeting or conference. However, if you are leading a workshop or giving a formal presentation at the meeting/conference you can claim 5 CPD points per workshop/paper in the Educator category.

Can excess meeting points be claimed under general Self-education?

Yes. If you have reached the maximum of 75 points in the Meetings category, you can claim excess points in the Self-education category under "General".

Who do I contact for more information regarding Meeting/Conference Attendance?

Please contact CPD and PR&CRM Staff at College House. Contact details are found at the end of these FAQs.

Contact Details

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

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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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