



# ASAR

Australian Sonographer  
Accreditation Registry

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## Continuing Professional Development (CPD) Audit Policy

**Policy Owner:** ASAR CPD Committee

**Approval Authority:** ASAR Board

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### 1. Purpose

The purpose of this policy is to ensure that all Accredited Medical Sonographers registered with the **Australian Sonographer Accreditation Registry (ASAR)** maintain compliance with the Continuing Professional Development (CPD) requirements.

The purpose of CPD is to ensure registrants maintain their skills and experience in relation to sonography practice at contemporary professional standards. By undertaking CPD, sonographers demonstrate their commitment to safe, effective, and up-to-date practice.

ASAR has designed its CPD program to be accessible, equitable, and reflective of the diverse ways sonographers continue their professional learning and development. The CPD program recognises web-based and self-directed learning, ensures equity across location and work hours, and places appropriate limits on some workplace-based training to maintain quality and relevance.

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### 2. Scope

This policy applies to:

- All **Accredited Medical Sonographers** registered with ASAR.
  - ASAR staff responsible for conducting and managing the CPD audit.
  - The CPD Committee and ASAR Board, who provide oversight and make determinations on audit outcomes.
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### 3. Definitions

Term	Definition
CPD	Continuing Professional Development – structured activities that contribute to maintaining professional competence.
Triennium	The three-year CPD cycle during which a registrant must accumulate a minimum of 60 CPD points.
CPD Audit	Annual audit of CPD compliance, covering 10% of registrants whose triennium is ending in that year.
CPD Default	A remedial program imposed on registrants who fail to meet CPD requirements, with stricter annual compliance and audits.

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### 4. CPD Requirements

- Accredited Medical Sonographers must complete a minimum of **60 CPD points** within each triennium.
- Once selected for audit, if registrants deactivate during this period, they are still required to satisfy CPD requirements for the triennium or they will be placed in CPD Default.
- CPD activities must be entered online via the portal of a registrants nominated CPD provider. Those registrants who have nominated a CPD provider other than ASAR must – if selected for audit at the end of their triennium – provide proof of 60 points via the ASAR member area.
- Registrants are responsible for maintaining **accurate CPD records** and must retain original supporting documents for at least **three months after the end of a triennium**.
- **Evidence is required for all CPD activities as specified in the [ASAR CPD Table](#).**
- Reflection on CPD activity is strongly encouraged, (and required for self-directed activities), to demonstrate learning impact on professional practice.

## CPD Program Features

The ASAR CPD Program:

- Requires 60 points per triennium.
- Includes many options for learning.
- Is equitable regardless of registrant experience level, geographical location, or hours of work.
- Encourages reflection as part of professional learning and development.

## Activity Caps

- A cap applies to **Category 1B workplace training activities** (non-sonography-specific).
- A cap of 5 points per article applies to **Category 3B peer review of a journal article**
- A cap of 30 points per triennium applies to **Category 3D Completion of Management, Leadership course or Certificate IV in Training and Assessment**
- A cap of 15 points per triennium applies to **Category 3E preceptorships**
- A cap of 30 points per triennium applies to **Category 4 other**

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## 5. CPD Audit Process

ASAR conducts an **annual random audit** of **10% of Accredited Medical Sonographers** whose triennium concludes in that calendar year. Selection is irrespective of the nominated CPD program.

### Process Steps:

1. **Notification** – Registrants whose triennium is ending are reminded via email to update their CPD records.
2. **Selection** – 10% of eligible registrants are randomly chosen for audit.
3. **Submission** – Selected registrants must provide verifiable documentation of CPD activities as specified in the [ASAR CPD table](#).

4. **Review** – ASAR staff review submissions against CPD program requirements after 31<sup>st</sup> December.
  5. **Successful outcome** – Registrants who meet the CPD audit requirements are notified of their individual audit results via email.
  6. **Escalation** – Cases of non-compliance are referred to the CPD Committee and ASAR Board for determination of outcome.
  7. **ASAR Board decisions** – Following recommendation to, and decision by, the ASAR Board – registrants who have not met the CPD audit requirements are notified of their individual result (as per item 6 in this policy) via email.
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## 6. CPD Default Program

- Registrants who fail to provide compliant evidence of CPD will be placed in the **CPD Default Program**.
- This program replaces the normal triennium with **annual CPD requirements**, audited at the end of each year.
- Failure to comply with the CPD Default Program at any stage will result in **removal from the ASAR Registry**.

### Conditions:

- Annual CPD points and activities must be submitted by **31 December** each calendar year.
- All registrants in CPD Default must provide evidence of 30 CPD points per year and are automatically audited annually.
- If a registrant fails to meet requirements:
  - They will be given a final opportunity to submit evidence.
  - If still non-compliant, they will be **removed from the ASAR Register**.
  - Medicare Australia will be notified of the removal.

### Re-entry:

- A removed registrant may apply to rejoin the register in line with ASAR's [Return to Register following CPD Default removal procedures](#) on the ASAR website.
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## 7. Key Audit Dates

<b>Task</b>	<b>Date</b>
Notification sent via email to registrants with triennium ending on 31 Dec to update CPD	<b>1 November</b>
Notification sent via email to registrants selected for audit	<b>1 December</b>
Reminder notification sent via email to registrants selected for audit	<b>16 December</b>
Deadline for CPD submission (audit registrants and CPD Default registrants)	<b>31 December</b>
Notifications sent to individuals via email of audit outcomes	<b>Following the relevant meeting of the ASAR Board</b>

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## 8. Responsibilities

### Registrants

- Maintain accurate CPD records.
- Retain CPD documentation for at least three months after triennium completion.
- Submit required CPD documentation by the deadline of 31<sup>st</sup> December if selected for audit.
- Engage in reflection on CPD activities as part of their professional learning.

### ASAR Staff

- Conduct random selection for audit.
- Review submitted CPD documentation for compliance.
- Communicate with registrants regarding outstanding evidence
- Maintain records of audit outcomes and decisions.
- Notify registrants of audit results.

## **CPD Committee**

- Provide oversight of the CPD audit process.
- Review and endorse decisions regarding CPD Default placements and removals.

## **ASAR Board**

- Approve final determinations regarding removal of registrants from the ASAR Register.
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## **9. Appeals**

- Registrants aggrieved by an audit decision may appeal in accordance with the processes set out in the **ASAR Constitution**.
  - Appeals must be submitted in writing with supporting evidence within the timeframe specified in the appeal notice.
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## **10. Recordkeeping and Privacy**

- All audit-related documentation will be securely stored in accordance with the **Privacy Act 1988 (Cth)** and ASAR's internal policies.
  - Records of decisions and communications will be maintained for reference and future audits.
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## **11. Compliance and Enforcement**

Failure to comply with CPD audit requirements will result in:

- Placement in the CPD Default Program; or
  - Removal from the ASAR Register if CPD Default obligations are not met.
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## **12. Policy Review**

This policy will be reviewed annually to ensure ongoing relevance, alignment with ASAR's strategic objectives, and compliance with accreditation requirements.

**Last updated:** October 2025

**Review Date:** October 2026