

Irish Reflexologists' Institute Limited. Continuous Professional Development Points for Membership Renewal

Name: _____ Phone no: _____

Membership no: _____ Address: _____

Note: 20 REFLEXOLOGY POINTS ARE REQUIRED EACH YEAR AS PART OF THE 100 POINTS TO RENEW

Date dd/mm/yy	Event Description	No. of Hours	CPD Points	Signature of Course Provider / Tutor / Network Leader
Please enclose a copy of all certificates from courses attended. Networks & treatment swaps must be registered with the IRIL				
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/ /				
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/ /				
TOTAL				

<p><u>How credits can be obtained:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Attendance at Lectures / Seminars/ Workshops <input type="checkbox"/> Network meetings <input type="checkbox"/> Volunteer reflexology work <input type="checkbox"/> AGM Attendance 	<p><u>If you have any CPD Queries:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Please also see the IRIL website www.reflexology.ie under Training & Education for more detailed CPD information. <input type="checkbox"/> Or contact - administrator@reflexology.ie <p>Irish Reflexologists' Institute Ltd, Tara House, 3 Preston Place, 38. Trimgate Street, Navan, Co.Meath, Ireland 085 2153475</p>
<p>Copies of this log sheet available to download on our website: www.reflexology.ie / Training and Education / CPD explained</p>	

Courses

As courses differ in content and duration, we endeavor to maintain a point system that reflects such differences as best we can, by trying to make it, for the most part, 'user friendly'. However some courses will not be awarded CPD as they are not specifically related to your development as a Reflexologists or Complementary Therapist or the running of your Complementary Therapy Business.

NB: CPD points are not awarded to Complementary Therapy Teachers for the teaching of Courses/workshops as these are seen to be their profession and teachers in turn need to be obtaining CPD points to maintain their already high standards of practice.

How Points will be awarded

<u>For Courses and Workshops Awarded:</u>	<u>Course Duration</u>	<u>Points</u>
	4 hours – ½ day	25
	5-6 hours	30
	7-8 hours - 1 full day	50
	11-12 hours - 1.5 days	75
	14-16 hours - 2 full days	100

N.B. These courses must have both theoretical and practical reflexology content. The course provider will be expected to sign your CPD Log Sheet. We ask that you do keep your own record of course certificates and send these into the office when renewing your membership. For an all day theory reflexology class that cannot solely be used as the 20 points for reflexology as there is no practical involved.

Course hours are Contact Hours and do not include breaks, **e.g.: A course that runs from 10.30 - 4.00 with one hour for lunch and two 15 minute breaks has four hours contact time and is a half day course. A day that runs from 9.00 - 5.30 and has the same breaks of up to one and half hours has seven hours contact time and does qualify for a full day course.**

Here is a list of Courses that can fall into this category. It is not exhaustive:

A&P Advanced Courses	Advanced Reflexology Courses	Angel Healing
Bach Flower Remedies	Counselling	Cranio Sacral Therapy
Crystal Healing	Energy Healing	Energy related course
Homeopathy	Indian Head Massage	Integrated Energy Therapy
Introduction to Aromatherapy	Kinesiology	Hot Stone Massage
Life Skills Consultancy	Lymphatic Drainage	Massage Courses (all types)
Shamanic courses with Certs	Metamorphosis	Nutrition Courses
On-site Massage	Pathology Courses	Reiki
Relaxation Courses	Spiritual Development	Stress Management
Yoga Foundation Course	Hopi Ear Candling	Check with us for other course

You may attend other courses that are not on this list, call the IRI Ltd., Board members who have responsibility for CPD to check your course if in doubt. We ask that you execute caution when booking courses and ask the qualifications of the course giver. You are paying good money and deserve equally good input. We do not recommend one course over another; Your tutor should be qualified in the subject, have a teaching qualification (minimum Level 5 QQI), provide a printed course manual and a certificate

DIPLOMAS & Longer Courses

More detailed Training Courses that are run over a year or more and offer you a Diploma such as Aromatherapy Training, Hypnotherapy Training, Kinesiology Training, Teaching Adults Certificates, etc. that have continuous assessment, exams, will work differently. For each year you are studying you have obtained your **100 points**, you must still however get **20 points** from attending a reflexology related event as stated above.

EXCEPTIONS:	Below courses regardless of duration will receive	50 pts
	First Aid Course	

There are always new courses being advertised and not all of these are deemed to be acceptable for CPD. You can also gain CPD points other ways such as:

Journal

Writing an article for the Feet First Journal (500 words & must go to print) **25 pts**

Committees

Serving on an IRI Ltd., Board (must attend 90% of meetings)	Points per year	100 pts
Sitting on IRI Ltd., Sub-Committees, Teachers Meetings (20 per meeting)		20 pts

Research

Submitting a Research Study to the Committee	50 pts
Publishing a Study in a Health related Magazine	50 pts

Networks

Setting up a Network (once off)	30 pts
Organising each Network meeting (extra points)	10 pts
Hosting (if in your home) (extra points)	10 pts
Attending a Network meeting	20 pts
Attending a Network meeting with Treatment swaps	20 pts
Attending a Network meeting with a Speaker	20 pts
Attending Professional Reflection Network Meeting (i.e. Sharing case studies)	20 pts

All Networks need to be registered with the Institute. Attendance lists and dates of meetings must be sent to the office at the end of each year, by the network organizer for points to be awarded. For more details on Networks please contact Administration Office.

Practitioner Days/Weekends

Setting up/hosting or attending an advanced reflexology day/weekend where qualified practitioners can come together to swap treatments, share techniques/case histories to the group & bring in relevant speakers to the group.

1 day	50 pts
2 day	100 pts

Content of such an event must be submitted to the CPD Committee for **approval prior** to event taking place. Each member signs an attendance sheet. There must be a minimum of four people attending. A sign in sheet is required and a copy returned to the office upon completion by the organizer

Important Note: CPD can be carried over for 2 years maximum