

How you can earn CPD points

Activity category	Points earned	Evidence requirements
1. Work-based Professional Development		
Create a Professional Development Plan This is your training and development plan for the year and is developed with your manager. This is not a performance review, although sometimes it is done after this.	20 points per annual plan	The plan, signed off by Manager
Attend education sessions within your service Topics need to be relevant to the Addiction Competency Framework (2011) (Addiction Competencies).	5 points per 1-2 hour session (max 30 points)	Date, topic, time and presenter noted in CPD log
Arrange a practice review With your client's permission, ask a colleague or supervisor to observe your work with a client (either in person or by video) and provide you with feedback.	5 points per session reviewed (max 30 points)	Dates noted in CPD log and signed off by Observer
Request a case review Present a client's situation in a structured case presentation to your colleagues and ask for their feedback.	10 points per case presentation (max 30 points)	Noted in CPD log
Provide an educational presentation or workshop Share your addiction expertise with colleagues, other professionals or community groups.	10 points per session (max 30 points)	Noted in CPD log
Provide clinical supervision Provide formal professional supervision (if you are a registered dapaanz supervisor).	1 point per supervision session (max 30 points)	Dates noted in CPD log

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2. Formal Training and Education		
<p>Complete formal study Enrol in a paper or whole qualification from a university or polytechnic which is NZQA approved (includes Te Taketake). The study needs to be relevant to Addiction Competencies. For example, on addiction and/or mental health, counselling or therapy techniques; cultural understanding and competency; or clinical supervision.</p>	<p>50 points per semester (half-year) completed</p>	<p>Copy of academic transcript</p>
<p>Attend dapaanz workshops and conferences These can either be attended in person or online.</p>	<p>15 points per half day (3-4 hours) (max 50 points)</p>	<p>Attendance record</p>
<p>Attend non-dapaanz workshops, seminars, conferences and webinars These can either be attended in person or online. They need to be relevant to Addiction Competencies. For example, addiction; mental health; counselling; working with families; cultural competency; trauma-informed approaches.</p>	<p>5 points (1-2 hours) 10 points per half day (3-4 hours) (max 40 points)</p>	<p>Attendance record</p>
<p>Complete Train-the-Trainer training Training that prepares you to train others in a particular approach or intervention.</p>	<p>10 points per half day (3-4 hours) (max 30 points)</p>	<p>Attendance/ completion record</p>

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3. Self-directed Learning		
<p>Write a reflective practice journal Write journal entries that reflect on 2-3 of your cases (either clients, supervisees or staff, depending on your role) click here for more information.</p>	50 points	Supervisor note on supervisor renewal form confirming they have seen and discussed your 2-3 reflections in supervision
<p>Participate in personal therapy / development Undertake personal counselling or therapy for wellbeing and development.</p>	5 points per counselling session (max 15 points)	Session dates noted in CPD log
<p>Participate in a Journal Club A Journal Club is a group set up to discuss practice-relevant journal articles or books.</p>	5 points per session (max 30 points)	Journal articles noted in CPD log
<p>Annotate a journal article Write an annotation of a journal article relevant to practice. Annotations summarise a book or article to assist the reader to decide whether to read it or not.</p>	5 points per article (max 30 points)	Journal articles noted in CPD log

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4. Professional Activity for the Sector(s)		
Present at local / regional conferences Present either in person or by poster about addiction-related issues.	20 points per presentation	Conference programme
Present at national or international conferences Present either in person or by poster about addiction-related issues.	50 points per presentation	Conference programme
Guest speaker on formal qualifications Speak to a class of students about your service or addiction-related expertise.	10 points per lecture (max 30 points)	Lecture outline
Manage and teach on formal qualifications For practitioners employed in clinical services, who also run and teach an addiction-related paper as part of a formal qualification.	50 points per semester (max 60 points)	Course outline
Teaching Addictions / CEP / other practitioners 1-2 day training for mental health and/or addiction / staff workers	30 points per training session (max 60 points)	Course outline
Conduct or participate in research The research needs to be a formal research project* that is relevant to addiction and its treatment.	Research proposal (15 points) Data collection (15 points) Analysis of data and results report (20 points)	Proposal outline Data cited and signed off by supervisor
Participate in an advisory / reference group Join a group to contribute expertise in addiction practice.	10 points per half day of group meeting	Meeting notes

Activity category

Points earned

Evidence requirements

5. Covid-19 Wellbeing Plan

Covid-19 - Participate in self-care activity

Undertake self-care activity to support professional wellbeing.

This category is available from 1 November 2021 through to 31 Dec 2022 to acknowledge the extra strain placed on us as we work through a global pandemic.

5 points per activity
(1 hour duration minimum)
(max 20 points per year)

Date/activity noted in CPD log

*A formal research project uses scientific methods and applies its findings to a larger group (whereas informal research uses non-scientific methods and can apply its findings only to a smaller group).