

## Affiliation of Colour Therapy Organisations

**ACTO Guidance on Continuing Professional Development**

<b>Activity</b>	<b>Quantity</b>	<b>Points</b>
Studying on a course leading to a qualification, including a teaching diploma	Up to 30 hours of study Over 30 hours of study	<b>20</b> <b>30</b>
Attending a recognised course	These will vary	<b>As advertised</b>
Studying on a course not directly related to a treatment, e.g. self help, business, IT, Numeracy, etc.	Up to 10 hours 10 to 20 hours Over 20 hours	<b>5</b> <b>10</b> <b>20</b>
Attending a seminar, lecture, conference or workshop	½ day 1 day	<b>2</b> <b>5</b>
Presenting at a seminar, lecture, conference or workshop	Per hour, up to 5 hours (Max in year 10 credits)	<b>1</b>
Managing research into therapy, treatment or methodology. If you are just reporting treatments for a research project this should be rated 50%.	Per day (or full time equivalent) Maximum of 30 points per year	<b>5</b>
Private research, study or authoring includes work to prepare, presentations, lectures or courses that are not part of your usual work	Per hour (or full time equivalent) Maximum of 10 points per year	<b>1</b>
Private reading Professional journals, magazines, textbooks, magazines, textbooks, research reports etc.	Per hour Maximum of 5 points per year	<b>1</b>
Attending a (FHT, ACHO, ACTO, CThA etc) regional meeting or attending a short meeting of other professional associations	Per meeting	<b>2</b>

**ACTO requires their Training Organisation Members, Tutor Members, Professional Practitioner Members to gain a minimum of 10 points per year:**

**Less than 10 points:** We recommend that you should increase your CPD.

**10 – 30 points:** You should be aware of major developments.

**30 – 45 points:** You will be developing new skills and updating your existing knowledge.

**45+ points:** You will be fully up to date and developing an expert level of knowledge and skills.

**How to claim your CPD Points:**

Keep track of your activity during your membership year and then when you renew, complete the form on the next page and your CPD points will be included on your membership certificate.

CPD points recognise your level of professional development in the year. Therefore, activities and qualifications from previous years cannot be included.

Please note that CPD is not related to insurance or recognised treatments.

To obtain insurance or add recognised treatments to your membership you will need to send copies of your certificates to your insurer.

When you undertake an activity that qualifies for CPD points, keep some evidence in a file, it may be an attendance certificate, a note that you read a particular book or a ticket from a conference.

CPD is a self-certificated programme, based on the ethical and professional standards that all members subscribe to, however each year we select a number of CPD claims at random and request evidence.



<b>Total CPD points for the year</b>	
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