



## Application Criteria

Applicants seeking admission to continuing professional development courses are required to:

1. be currently registered or enrolled with the appropriate registering authority in the state or territory of Australia in which they are employed, or from a country whose registration/enrolment is recognised by Australian registering authorities, and provide proof of this with their application form.
2. be an allied health professional with appropriate qualifications in a state/territory in Australia, in which they practice. The College reserves the right to offer admission to other health professionals on receipt of written application outlining learning needs and capacity to successfully complete the course.

## Cancellation and Refund Policy

All applications to withdraw from a course/subject must be in writing to the College of Nursing.

Course fees are refunded when the withdrawal occurs prior to the course census date, less the non-refundable administrative fee. If withdrawal occurs after census date there is no refund. In accordance with the College's Refund Policy:

1. The College reserves the right to cancel or postpone a course or program for any reason determined by The College. In these circumstances a full refund will be made.
2. In some instances courses are subject to non-refundable fees.
3. Details of fees where applicable, are published in the relevant course information and are also available from the College's Student Services Centre.
4. Intention of withdrawal from all courses and programs must be made to the College in writing within the indicated time frame for a refund to be made. Time frames are published in relevant course/program information and also are available from the College's Student Services Centre.
5. Refunds will be processed within fourteen (14) days after receipt of a validated request by the Accounts Department and will be made only by cheque, posted to the recipient.

**Note:** Census date is two weeks after course commencement date. For further information contact the Student Services Centre on 02 9745 7500.

The College reserves the right to cancel or postpone any course at anytime for any reason as determined by the College. Where the College cancels a course the full course fee, including the non-refundable administration fee will be refunded.

Please refer to the College website for fee information.

**PRIVACY ISSUES:** The College of Nursing collects your personal information for administrative use and to provide you with information about our activities and promotions. Please let us know if you do not wish to receive such information. You can gain access to your personal information by contacting the College's privacy officer on 9745 7500.

## Continuing Professional Development (CPD) Program

### How do I undertake the CPD Program?

The CPD program requires each member to maintain a log of activities each calendar year (this log must be available, if required, for auditing purposes). To meet the requirements of the CPD program at least 20 hours of CPD per annum is necessary. Participants of the CPD program will receive an annual CPD Logbook to assist in the recording of CPD involvement. There will also be provision for electronic records to be made on the College's Website. In designing your annual CPD schedule, the College would encourage you to assess your personal needs and plan your activities accordingly. Your CPD logbook contains specific details as to how to record your CPD activities. All College continuing education courses attract CPD hours.

### Do I have to be involved?

Members are not required to participate in the CPD program, however given the current professional developments internationally, and the recommendations in the National Review of Nursing Education (2002), the College introduced this program to prepare members for what it sees as an inevitable process for re-registration in the near future.

### What does my involvement achieve?

The College's CPD program is designed to capture and acknowledge those activities that nurses routinely undertake to maintain their currency and competence. It is envisaged that members' involvement in the CPD program will prove invaluable for professional activities such as preparation for annual performance reviews and the re-authorisation process for nurse practitioners. Formal CPD involvement entitles Members and Fellows to use the postnominals CMCN (Certified Member of The College of Nursing) or CFCN (Certified Fellow of The College of Nursing). All participating Members and Fellows on achievement of their CPD target annually will receive formal Certification for inclusion in their professional portfolios and/or curriculum vitae.

### Questions about the process

The College will continue to review the range of activities and hours committed to the CPD program; therefore your feedback is welcomed.

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1 Registered nurse refers to those nurses registered with the appropriate Australian State