



# Reiki Federation Ireland

*many paths, one voice*

## Introduction of Continuous Professional Development (CPD)

### Scheme 2012

CPD is being introduced on 20<sup>th</sup> October 2012. It is expected that all Professional Members of RFI will start using the CPD system in 2013. CPD is not required for Associate Member, Student Member or Friend Member.

Membership is renewed on 31<sup>st</sup> March each year. To renew your membership on 31<sup>st</sup> March 2014 you are obliged to have obtained at least 100 CPD points from 31<sup>st</sup> March 2013- 30<sup>th</sup> March 2014, of which 20 CPD points must come from a Reiki related activity in that particular year.

On your behalf, RFI have given assurance to many Professional Bodies and Institutions that RFI members are continually upgrading their Professional Standards. As a result of RFI's assurance, reduced Practitioner and Teacher Insurance is provided. RFI are currently approaching Health Insurance companies to request them to provide benefits to the Public who have Reiki Treatments from RFI Professional Members. This benefit to RFI members will enhance Reiki Business and attract more clients, as a result of Health Insurance cover. There are many benefits in demonstrating and documenting CPD.

We acknowledge that many RFI Members already perform the criteria for CPD. However the CPD system provides a simple system for recording this and fulfills the requirement of many professional complementary therapies and The National Working Group on the Regulation of Complementary Therapists in December 2005. A CPD system was requested by all other Complementary Therapy Associations before Health Insurance Cover was agreed for their Therapy.

- We intend that the CPD system will be easy to comply with.
- This CPD system will formally record what many of you are already doing in relation to Personal Development.
- The CPD system will support Health Insurance Cover for the general public.
- We welcome your support to raise the profile and professionalism of Reiki.
- As the system is new, should you experience difficulties with the system, feel free to contact the Education and Development Officer on the RFI Committee. We welcome your feedback.

### Questions and Answers:

#### **What is CPD?**

Continuous Professional Development is exactly what it says.

- As professional Practitioners we are obliged to continually keep abreast of Professional Developments in the field of Reiki, Energy Healing, Caring for Clients in a safe manner, Running a Business, - to name a few areas. Through the maintenance of Professional Standards we can ensure that we are delivering the most Professional Quality Service to our clients. The general public will have more confidence in selecting a therapist that has and is constantly updating their skills.



# Reiki Federation Ireland

## *many paths, one voice*

- CPD maintains the High Standard of Professionalism that exists in RFI which puts us among the best Practitioners in the World
- CPD for Complementary Therapists was recommended by The National Working Group on the Regulation of Complementary Therapists in December 2005 which was set up by the Government and it was also discussed at the RFI's meeting with the Department of Health in January 2011. Having a competent measurable system of CPD supports RFI Practitioners to be deemed professional, competent and advancing in their profession. We acknowledge that many Reiki Practitioners are already partaking in Continuous Professional Development and this system will document what is already in place in many cases.

### **Why CPD?**

We Reiki Federation Ireland have given assurance to the following bodies that all our members are Professionally Trained, Qualified in their Fields of Expertise, Competent and continually upgrading and updating their Professional Standards.

- Professional Regulation Unit, National H.R & Workforce Planning in the Department of Health & Children in our January 2011 meeting.
- Health Insurance Companies: VHI, Quinn Healthcare and Aviva
- Practitioner Insurance Companies: Brian Mullins Insurance Brokers, Holistic Insurance Services, Balens Insurance, O'Brien Finlay
- FICTA.

Reiki Federation Ireland has also given assurance that RFI Members are trained and competent in relation to:

- Their skills in treating and caring for clients
- Caring for themselves as professionals
- The running of their business

CPD helps to keep RFI Professional Members in Good Professional Standing among; The Health Professionals, other Complementary Therapy Associations, Government Bodies and most importantly our clients.

CPD is part of most professional organizations

### **WHO NEEDS CPD?**

- All Professional Members of RFI are required to log their CPD points.
- CPD is not required for Associate Member, Student Member or Friend Member.

### **How does CPD Work?**

A total of 100 CPD points are required each year in order to renew your membership of which 20 CPD points must come from a Reiki related event.



# Reiki Federation Ireland

## many paths, one voice

Points can be carried over a three year cycle. Start and finish cycle is defined by RFI to facilitate easy administration. Eg Next three year cycle 2013 to 2015.

For example if you accumulate 300 points in one year, you can carry these for the next two Renewal Years only and then they run out automatically.

### HOW TO OBTAIN POINTS

- **Attend Courses as outlined below**
- **Attend Reiki Related Events as outlined below**
- **Attend Committee Meetings or serve on Committee.**
- **Assist at Health Fairs.**
- **Reiki Shares/ Gatherings**
- **Attend or present at RFI MeetUps**
- **Reiki Talks and Lectures.**
- **Health Topics related to Complementary & Alternative Medicine (CAM)**

Regardless of which courses you decide to do it is important to NOTE that a minimum of 20 points each year must be obtained from a Reiki related activity i.e. Reiki Course, Reiki Share/Gathering, RFI MeetUp Group, RFI Reiki Event, Assist at RFI stands at Health Shows or Attend the RFI AGM, etc.

### Courses

Courses that are awarded CPD are specifically related to your development as a Reiki Practitioner/Teacher 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

#### Attend Courses and Workshops

1-3 hours – 15 points

4 hours (½ day) - 25 points

5-6 hours - 30 points

7-8 hours (1 full day) - 40 points

11-12 hours (1.5 days) - 50 points

14-16 hours (2 full days) - 80 points.

**N.B.** These courses must have both theoretical and practical content. You fill in the name of your course provider. We ask that you do keep your own record of course certificates but do not send these into the office when renewing your membership.

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.



# Reiki Federation Ireland

*many paths, one voice*

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

- A&P Courses,
- Angel Healing,
- Bach Flower Remedies,
- Business Courses
- Counseling,
- Cranio Sacral Therapy,
- Crystal Healing,
- Emotional Freedom Technique
- Energy Healing,
- Energy related course,
- Homeopathy,
- Indian Head Massage,
- Integrated Energy Therapy,
- Introduction to Aromatherapy,
- Kinesiology Foundation Course,
- La Stone Therapy,
- Life Skills Consultancy,
- Lymphatic Drainage,
- Marketing Courses,
- Massage Courses,
- Meditation Courses,
- Metamorphosis,
- Neural Linguistic Programming Courses
- Nutrition Courses,
- Pathology Courses,
- Psychotherapy Courses.
- Quantum Touch
- Reflexology Courses
- Reiki (Master Level 3 & Reiki Master Teacher Level)
- Reiki Review/Repeat. Refresh.
- Relaxation Courses,
- Sakara
- Seichem Courses
- Shamanism,
- Spiritual Development,
- Spiritual Healing Courses,
- Stress Management,



# Reiki Federation Ireland

## many paths, one voice

- Yoga Foundation Course
- ITEC, FETAC relevant courses

You may attend other courses that are not on this list. Call the RFI Education & Development Officer to check if your course will be credited with CPD points.

### **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, Reflexology,

Teaching Adults Certificates, etc. which have continuous assessment, exams, will work differently. For each year you are studying you have obtained your 80 points and you automatically carry 80 points over for the next two years after qualification.

**You must still obtain 20 points from attending a Reiki related event as stated above.**

### **EXCEPTIONS:**

Below courses regardless of duration will receive **50 points**

First Aid Course, Health & Safety in the work place, IT Course to help run your business, Business Courses/ Certificates

You can also gain CPD points other ways such as:

### **Meetings**

Serving on RFI Committee (must attend 90% of meetings) **80 points** per full year serving on RFI Committee.

RFI Working Groups **20 points per meeting**

Attend RFI committee meeting: **10 points per meeting**

Attend RFI AGM/EGM: **50 points per meeting**

Attend AGMS of other Complementary Therapy Associations (If you are a member). **25 points**

### **Health Fairs, Voluntary Reiki & Voluntary Complementary & Alternative Medicine (CAM) Work.**

Organising Health Fair Workshops and Lectures **30 points**

Offering Taster Treatments at Open Days of Health Fares ½day - **25 points**, 1 day - **40 points**

Voluntary Reiki & CAM Work ½day - **25 points**, 1 day - **40 points**

### **Reiki Shares/Gatherings**

Setting up a Reiki Share/Gathering **30 points (once off)**

Organising each Reiki Share/Gathering **15 points (extra)**

Attending a Reiki Share/Gathering **15 points**

A professional RFI member does not have to attend an official Reiki Gathering/Share that may be listed on the RFI website or RFI Newsletter Reiki Today. It can be a one-to-one treatment/session every now and again with someone you know who has completed at least Reiki Level 1. This can be constituted as a Reiki Share also. A Reiki Share is where two or more Reiki people give Reiki to each other.



# Reiki Federation Ireland

*many paths, one voice*

## **RFI Reiki MeetUp**

Giving a Talk at a RFI Reiki MeetUp **40 points**

Attending a RFI Reiki MeetUp **15 Points**

Attendance Lists will be taken at all RFI Reiki MeetUp

## **Talks/Lectures**

**Reiki Talks/ Lectures** (to interested groups to bring about Reiki awareness)

Setting up and hosting such talks/ lectures or being a guest speaker on Reiki at Shows, Radio, TV and Podcasts.

Half Hour-**10 points**

1-3 hours - **15 points**

Half day -**30 points**

Full day - **50 points**

## **Other Talks/Lectures/ MeetUps**

**Health Topics related to Complementary & Alternative Medicine (CAM)**

1-3 hours-15points

Half day- 25 points

Full day- 40 points

## **General Information**

### **Log sheet:**

- Each year a log card can be downloaded from the RFI website [www.reikifederationireland.com](http://www.reikifederationireland.com) or sent to member at time of renewal, if required.
- All new Professional Members will receive the CPD Log Card and CPD Explained.
- This Log Card for Continuous Professional Development will record your attendance at Courses, Seminars, Lectures, Workshops and AGM etc., or Health Topics related to Complementary or Alternative Medicine (C.A.M).
- It is your responsibility to ensure the safe keeping of your Log Card and obtain the relevant Certificates and/or Name of the Course Provider to credit you with CPD points.
- Keep a copy for your own records. RFI is not responsible for lost Log Sheets and Memberships cannot be granted if the Log Sheet is not available when renewing.
- Replacement log sheets can be downloaded and printed from the website [www.reikifederationireland.com](http://www.reikifederationireland.com)
- Information on how to obtain the relevant credits will be found on the Website and any further changes or updates will be published on the RFI website and in Reiki Today Newsletter.



# Reiki Federation Ireland

*many paths, one voice*

- It is your responsibility to keep up to date by reading the Reiki Today and RFI website
- The Membership Secretary will note points received from each Professional Member.
- Details of all CPD points gained each year must be included with the Annual Membership renewal form, current Insurance Document and payment before membership can be processed.
- RFI membership year runs from 31<sup>st</sup> March to 30<sup>th</sup> March.

## **Exemptions from CPD**

### **Students**

Associate Member, Student Member or Friend Member are not required to obtain CPD Member.

### **Just qualified:** (New Professional Member)

If you have just become a Professional Member of RFI, you start collecting your CPD points in your first year and submit your CPD points at your next renewal.

If you have any further questions about CPD please contact the RFI Education and Development Officer.