



# IEBWA Continuing Professional Education (CPE) Diary

To fill out your CPE diary: See the Quick Guide overleaf and/or the full CPE Guide which includes an example diary (available from [www.iebwa.com](http://www.iebwa.com))  
Got questions or need a hand? Email: [iebwaaus@gmail.com](mailto:iebwaaus@gmail.com)

Name		Member #		CPE period	
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				Total hours required per 2-year:	32
Date	No of Hours	Activity description e.g. Seminar/Study etc	Other details e.g. Title, Presenter, Company, Subject, Database etc	Hours	


I certify that this is a true and correct record of my CPE activities for the above period:

Type or sign your name here:

<b>Final Total (Min 32 hours per 2-years)</b>	
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Quick Guide to common points – please see the IEBWA Code of Conduct and Association Constitution for more detailed info.

**Activity**

**FACE TO FACE or RECORDED EQUINE Seminars / Conf / workshops and LIVE Webinars  
(must be approved by IEBWA Australian Division to determine CPE eligibility)**

Attending

Presenting (to health care professionals)

Presenting (to public)

**IEBWA related activities**

Information seminars presented for members by the IEBWA (all hours of attendance accepted)

**Volunteer work using body work**

Equine focused community-based agency/project

**Studying - formal**

Tertiary study - Currently enrolled and participating in a science program (BSc, BEq Sci, BASci or similar)

Other study - Attendance at course with a focus on business management. (not greater than 16 hours per 2-year CPE requirement)

**FACE TO FACE or RECORDED HUMAN or other species Seminars / Conf / workshops and LIVE Webinars  
(must be approved by IEBWA Australian Division to determine CPE eligibility)**

Attending

Presenting (to health care professionals)

Presenting (to public)

**Writing / Professional Research / Peer Reviewing (scientific journals only)**

Author pub. original research article (peer review) (1 hour per published article only with a maximum of 10 hours per 2-year CPE requirement)

Author pub. not original research article (peer review) (1 hour per published article only with a maximum of 10 hours per 2-year CPE requirement)

**What can't I use for CPE?**

- Attendance at shows; competitions and other events either as an observer or participant
- Purchase of books & magazines aimed at the general public (e.g. Hoofbeats, Your Horse, New Scientist)
- First Aid (this is considered a separate professional responsibility)
- Other memberships, however if they include a journal, database access etc you can use these
- Product only information (e.g. in databases or catalogues)
- Your general work, such as researching and reading (regardless of hours) for maintaining your practice, for a client condition etc

CPE is about keeping yourself up to date in your profession. The IEBWA requires ALL full members (practicing or non-practicing) to complete documented CPE annually.

**Taking a Break:** Members can suspend membership for up to 12 months and not supply evidence of CPE for this period when rejoining. NB: This exemption does not apply if a member remains financial; CPE must be up to date at the time you suspend; After 12 months, 16 hours (acquired within the last year) are required to rejoin.