



Continuing Professional Development (CPD)

Exemption or Variation Policy

1. Overview

As CPD is a registration standard and a recertification requirement, regulations relating to an exemption or variation to CPD are set by the Medical Board of Australia (MBA) and the Medical Council of New Zealand (MCNZ).

2. Principles

This policy defines the exemption or variation requirements for ANZCA and FPM fellows, ANZCA provisional fellows, Specialist International Medical Graduates (SIMGs), rural generalist anaesthetists, Diving and Hyperbaric Medicine (DHM) specialists and other CPD participants of the Australian and New Zealand College of Anaesthetists (ANZCA) and Faculty of Pain Medicine (FPM) CPD Program.

Fellows and CPD participants—Fellows and other CPD participants who take leave from medical practice can apply for an exemption or variation of their annual CPD requirements.

Provisional Fellows—As an ANZCA or FPM provisional fellow, participation in the ANZCA and FPM CPD program is a training requirement. Specific activities of the ANZCA training program curriculum can be completed in provisional fellowship training and submitted as an eligible activity for CPD. On completion of training, provisional fellows will be automatically transitioned to the CPD program as a fellow participant. Further information is included in the [CPD Program Handbook](#). Provisional fellows who take a leave from medical practice can apply for an exemption or variation to their annual CPD requirements.

ANZCA Trainees—As an ANZCA trainee, CPD requirements are met through participation in the anaesthesia training program (in accordance with the [MBA and MCNZ registration standards](#)). However, if a trainee is in Interrupted Training but still working in medical practice requiring medical registration, they are required to complete CPD (further information is included in the [CPD Program Handbook](#)).

3. Application process

Applications will be considered for a leave of absence for a continuous period greater than six (6) months within the same CPD cycle. A leave of absence that spans across multiple CPD cycles may not qualify for an exemption or variation and would be considered on a case-by-case basis.

To apply for an exemption or variation, you are required to follow the steps outlined below:

1. Notify the CPD team in writing as soon as possible and before leave is taken (where possible), outlining the dates of the proposed leave. Please provide information to support the application for an exemption or variation with supporting documentation, such as a medical certificate or statutory declaration, as relevant.
2. The CPD team will respond within five (5) working days to advise on eligibility for an exemption or variation. If required, the CPD team will seek advice from the CPD Committee Chair or Deputy Chair, which may take additional time.

You will receive written confirmation of your individual arrangements for the anticipated period requiring an exemption or variation. These arrangements will then be reflected in your online CPD Portfolio and ANZCA CPD App.

4. Recency of Practice

If you are considering a longer leave of absence, you must consider the recency of practice requirements.

In Australia, recency of practice is required for Ahpra registration. The minimum amount of work to be considered as practicing, and the implications for future practice are described in the [MBA registration standard: Recency of Practice](#).

In New Zealand, the MCNZ requires notification about stopping practice, temporarily or permanently. Refer to [Maintaining your registration while you're taking a break](#).

We strongly recommend that you seek advice from the MBA/Ahpra or MCNZ to understand your options in terms of your registration and the implications for future practice should you take extended leave from practice.

5. Review process

All exemption or variation applications are considered based on individual circumstances. The information is treated confidentially, discretely and considered with compassion. The college will take appropriate steps to offer additional support to fellows and participants requiring an exemption or variation due to exceptional circumstances.

Leave from practice may include, but is not limited to the following circumstances:

- parental leave
- carer's leave
- serious illness
- cultural leave
- personal leave or other circumstances.

Fellows and participants are encouraged to submit a request for an exception to the policy before leave is taken (where possible) so that the application can be reviewed and support provided.

6. Exception to the policy

Fellows and other CPD participants who require a leave of absence for fewer than six (6) months are encouraged to contact the college CPD team to discuss ways to meet the requirements. The college will consider applications for an exemption or variation if the leave of absence is less than six (6) months provided that this falls under exceptional circumstances.

7. Further Support and or changes to your circumstances

If you require further advice due to unforeseen circumstances, such as extending or reducing your leave of absence, please contact the college CPD team (cpd@anzca.edu.au). The CPD team will provide information and assistance as needed and as appropriate

8. Review and Appeal

Where an applicant for exemption or variation to CPD is dissatisfied with the outcome or decision made by the ANZCA, they may apply for a review of that decision under the [Reconsideration, Review, and Appeal of decisions Policy](#) (Regulation 30). Applications for review of a decision must be made as per the process outlined in this policy.

Change control register

Version	Author	Approved by	Approval date	Sections modified
1	CPD Unit	Council	April 08, 2011	Created
2	CPD unit	Council	September 10, 2013	Updated to reflect ANZCA 2014 CPD Program framework alterations
3	CPD Team, Nadja Kaye, DPA education	FPM Board ANZCA Council	2022	Updated to reflect ANZCA 2023 CPD program framework
4	Giulia Mastrantoni, Kristy Grady	CPD Committee	April 2025	Updated to reflect evolving regulatory requirements established by the Medical Board of Australia

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