



## **Registration and Cancellation at AAOS Continuing Professional Development (CPD) events**

Policy document

### **Purpose**

The AAOS Board wishes to continue to offer free or reduced cost CPD to members whose enrolment is prioritised over non-members when CPD events are advertised.

The purpose of this policy is to articulate a registration and cancellation policy for CPD events to ensure that all members and non-members have equitable opportunity to attend.

### **Principles**

AAOS provides at least two specialist supervision CPD events each year either via Zoom, hybrid or face-to-face.

In some cases, tiered CPD events will be offered separately for experienced practitioners (Supervisor and Supervisor-Trainer members) and for Associate level members in order to cater for their different learning needs.

AAOS seeks to ensure that the specialised CPD involves personalised and interactive professional development, and that each member can register for up to 12 hours of CPD free of charge, with additional CPD offered at a reduced cost beyond this. (Note, some CPD events such as lunchtime member gatherings are free of charge for all).

Clear registration and cancellation procedures are necessary to help streamline the process administratively, to enable timely advertising and registration of events, and to ensure that all places are filled equitably particularly in the case of wait-listed events.

### **Procedure for Registration**

Registration for CPD events will occur via the AAOS website and will open in the month preceding the event. For example, if an event occurs on August 15, registrations will open as close to July 1 as possible. In the case of face-to-face events, where possible registrations will open earlier to enable members to arrange travel if required.

Registrations will close 5 days prior to the event, or earlier in the case of an event's maximum enrolment number being reached. In this case, a waitlist will be kept and when a cancellation is made, a waitlist registrant will be offered a place.

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For information on costs for registration if you have completed your 12 hours free CPD allocation for the year, please contact [coordinator@supervision.org.au](mailto:coordinator@supervision.org.au) at the time of registration. AAOS Members will be eligible for a discounted price.

## **Procedure for Cancellation**

As there are often waitlists for CPD events, AOSS has a strict cancellation policy to enable as many people as possible to access our offerings.

### **△ CANCELLATION MORE THAN 48 HOURS PRIOR TO THE EVENT**

Please contact [coordinator@supervision.org.au](mailto:coordinator@supervision.org.au). There is no penalty, but we strongly encourage you to let us know as soon as possible so that we can offer your place to a waitlist registrant.

### **△ CANCELLATION WITHIN 48 HOURS PRIOR TO THE EVENT**

Please contact [coordinator@supervision.org.au](mailto:coordinator@supervision.org.au) If you are an AAOS member, this will incur a forfeit of the event's equivalent hours of no-cost CPD allocated to you on membership. For example, if the event is a 3-hour event, you will then only have 9 hours of no-cost CPD training available to you for the rest of your year's membership. For non-members, there will be no refund. This procedure does not apply to cancellation within 48 hours due to illness or bereavement.

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