

Alliance of International Aromatherapists

Continuing Professional Development Application

Approved CPD Categories

CATEGORY A	HOURS
Formal aromatherapy-based learning/professional development	
Attend an AIA or other aromatherapy conference, lecture, workshop or seminar, teleseminar, State/Regional Meeting	1 CPD per hour
Attend a study tour (distillation in lavender fields, for example)	1 CPD per study hour
Attend a Practitioner's Discussion Group involving: a) leader/ guest speaker b) time spent discussing aromatherapy-based research c) time spent discussing in-depth issues around aromatherapy practice (Minimum 3 people in a group setting. Must be signed off by group leader and a copy of notes must accompany request for renewal)	1 CPD per hour
Present at an AIA/other organization's event (workshop, members' meeting or teleconference) on an aromatherapy topic	1 CPD per hour
Take a course on aromatherapy, advanced aromatherapy massage, health-related care as long as it includes aromatherapy	1 CPD per hour
Read and reflect upon aromatherapy-based articles found in a journal or industry magazine (Submit 100-word summary for each of 3 articles)	1 CPD for 3 articles; Maximum 3 CPDs
Read an aromatherapy book or professional development book, or watch a DVD or video. Submit 200-word summary for each book, DVD or video, and detail 3 new points that you learned from the material.	2 CPD per book/video; maximum 4 CPDs
Author (or co-author) a published aromatherapy article in a journal, a chapter in an edited book; a published research paper, a book review for an aromatherapy journal or magazine, an aromatherapy-based clinical/case study, or a book.	3 CPDs per 750-word report; maximum of 21 CPDs
CATEGORY B	HOURS
Other accepted professional development	
Attend a non-aromatherapy course, workshop or seminar related to aromatherapy business or clinical work	.5 (=1/2) CPD per hour
Other aromatherapy-focused activities submitted for consideration. Please include a complete description of the CPD program and number of hours.	.5 (=1/2) CPD per hour
Complete the ARC exam successfully	2 CPDs

CATEGORY C**HOURS****Other experienced-based development**

Volunteer/Community work as an aromatherapy practitioner. (Please provide verification of hours)	.5 (=1/2) CPD per hour
Serve on AIA Board, AIA Representative or AIA committee; serve in similar capacity for other aromatherapy organization	1 CPD per 6 months Max. 2 per year
Participate in the ARC exam review committee	2 CPDs per day

Notes:

- A minimum of 20 CPD hours of Continuing Professional Development are required each year for CMAIA members.
- 10 hours of CPDs from originate from Category A, the rest may come from categories A, B or C.
- At the end of each membership year any additional learning from Category A may be carried forward to the following years, with a maximum of 10 CPDs carried forward.
- CPDs must be accrued from July 1 – June 30 and the CPD application form must be submitted by July 31 along with your membership renewal.
- Submit verifiable proof to support each request for CPDs.