

March 2025

Guidance

Continuing Professional Development (CPD) requirements for UKPHR Practitioner registrants

UKPHR has mandatory CPD requirements with which registrants must comply.

Practitioner registrants must meet UKPHR's standard which is the following:

*“All practitioners must produce a **minimum of two reflective notes, although they should aim to complete three to six reflective notes**, each financial year. Each reflective note submitted will need to be linked to one or more PDP objective(s). There is no longer any requirement to record CPD points.”*

You must demonstrate compliance with the mandatory CPD requirement. If you undertake the Faculty's CPD scheme, including the Faculty's review, we will accept as evidence of compliance with our CPD requirement the **Faculty's certificates of compliance** as sufficient evidence.

If you do not undertake the Faculty's CPD scheme or equivalent, you must produce **a minimum of two reflective notes, with a preference to completing three to six reflective notes per financial year** as evidence of compliance. In addition, supporting evidence may be requested by UKPHR in relation to some of all of your reflective notes and you must comply with this requirement.

If you have been **away from work** for a considerable period during the 5-year registration period preceding re-registration, you may not be able to meet the CPD requirement in full. For example, you may have been out of work, on maternity leave, outside the UK or away from work carrying out caring responsibilities or similar activity. In any such cases, please alert UKPHR as soon as possible and confirm the extent to which you are unable to comply with this requirement. UKPHR's Registrar is able to amend the requirement to allow extra time for compliance.

UKPHR adopts the Faculty's CPD standard or an alternative professional equivalent for all registrants. If you are participating in a CPD scheme operated for specialists which is an alternative to the Faculty's CPD scheme, the Faculty itself accepts alternative professional equivalents for CPD to exempt members from completing their own CPD return and therefore, UKPHR would adopt the same professional equivalent CPD schemes. Some of the accepted schemes include those administered by the Chartered Institute of Environmental Health (CIEH) and the General Pharmaceutical Council (GPhC).

Practitioners who are on maternity, adoption or shared parental leave can request to be exempt from collating CPD during their period of leave. Those who are using the Faculty's CPD diary would need to request an exemption directly from them and we will accept this. For those who are not using the Faculty's CPD diary, please contact us at register@ukphr.org to request the exemption.