Continuing Professional Development (CPD) Standards

Irish Sport and Exercise Sciences Association

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Preface

The Irish Sport and Exercise Sciences Association (ISESA) is committed to supporting its members in achieving the highest standards of professional practice in sport and exercise sciences. The field is dynamic, evidence-informed, and continually evolving; therefore, maintaining and developing professional knowledge, skills, and competencies is essential.

Continuing Professional Development (CPD) provides a structured framework for members to engage in lifelong learning, enhance professional competence, and uphold the integrity and reputation of the Association. This document sets out the standards and expectations for CPD to ensure members remain at the forefront of best practice and contribute positively to the health, wellbeing, and performance of the communities they serve.

Purpose

The purpose of this CPD Standards document is to:

- Establish clear expectations for CPD engagement by Accredited ISESA members.

- Provide guidance on the nature and scope of activities that qualify as CPD.

- Promote a culture of continuous learning and reflective practice within the profession.

- Ensure consistency, transparency, and accountability in maintaining professional standards.

Introduction

CPD is an essential component of professional accreditation with ISESA and a fundamental aspect of professional responsibility in sport and exercise sciences. Members are required to engage in ongoing learning and development to:

- Maintain competence in their areas of practice.

- Respond to new research, technology, and methodologies in the discipline.

- Adapt to emerging professional roles and societal needs.

- Demonstrate professional credibility to peers, clients, and stakeholders.

ISESA requires members to complete a minimum of **25 CPD points per year**. Points may be accrued through a variety of activities, including but not limited to:

- Attending conferences, workshops, and seminars.

- Contributing to ISESA events such as contributing to ISESA conferences, blogs, podcasts or webinars.

- Completing accredited training courses or certifications.

- Participating in research, publications, or presentations.

- Engaging in professional supervision, mentoring, or reflective practice.

- Contributing to the development of the profession through service or leadership.

All ISESA accredited members are responsible for recording and evidencing their CPD activities annually through the online portal. Compliance with CPD requirements is a condition of continued professional recognition within ISESA.

Learning goals and reflections

At the commencement of each accreditation cycle (January), members are required to establish at least two professional learning goals. These goals should align with individual development needs and the broader competencies of the profession, providing a clear focus for CPD activities undertaken throughout the cycle.

At the conclusion of each cycle (December), members must complete an end-of-year reflection outlining how the identified goals were addressed. This reflection should describe the activities undertaken, the outcomes achieved, and how the learning has been applied in practice. The process is intended to support purposeful engagement with CPD and to demonstrate ongoing professional growth.

CPD activities and point allocations

Acceptable CPD activities have been categorised based on the review of other similar associations worldwide. Broadly, they are categorised into further education, self-education or professional contributions.

Formal Learning

Formal learning refers to structured educational activities with defined learning objectives and outcomes. This includes accredited courses, workshops, seminars, conferences, and training programs delivered by recognised institutions or professional bodies. Such learning is usually planned in advance, follows a curriculum or syllabus, and results in a certificate, qualification, or other form of official recognition.

Self-education

Self-education refers to learning activities undertaken independently to enhance professional knowledge and skills. This includes reading professional literature, researching best practices, engaging with online resources, or completing self-directed study. It is typically informal, flexible, and driven by individual learning needs rather than an external curriculum.

Professional Contribution

Professional contribution refers to activities that advance the profession and support the development of others. This includes presenting at conferences, publishing articles, mentoring colleagues, participating in professional committees, contributing to ISESA through blogs, webinars, podcasts and ISESA events, or contributing to standards and policy development. Such contributions demonstrate leadership, share expertise, and strengthen the professional community.

FURTHER EDUCATION

ISESA professional development

1.5 points per learning hour, maximum 20 points per year.

- ISESA conference, forum or networking event
- ISESA facilitated podcasts, webinars and workshops
- ISESA accredited professional development

Further study (Level 8 or above)

1 point per contact hour, maximum 20 points per year.

- Bachelors degree
- Post-graduate research or coursework (FT 20 points, HT 15 points)
- PhD (FT 20 points, HT 15 points)
- Micro-credentials
- PG certificates

Industry professional development

1 point per learning hour, maximum 15 points per course.

- Exercise modalities i.e. Pilates, yoga
- Government/regulatory body/sport specific professional development

Industry conferences

1 point per learning hour, max 15 points per conference.

- International – ACSM, ECSS, ESSA, CSEP, ESAN, etc.
- National – HPX, GAA, MSAI, etc.
- Other related – CASES, SENR, UKSCA, etc.

Presentations and publications to peers

1 point per hour (including prep time), maximum 10 points per year.

- Guest/sessional/adjunct lecturer

- Delivering professional development course

- In-service/seminar

- Conference/poster presentation

- Authoring position paper/journal article/textbook chapter

- Factsheet development

- Webinar or podcast contribution

Business professional development

1 point per learning hour, maximum 10 points per year.

- Marketing course

- HR courses

- Business development courses

First Aid & CPR

- First aid (3 points)

- CPR (1 point)

- Mental Health First Aid (1 point per learning hour)

Examples of evidence required

- Certificates of completion or attendance
- Academic transcripts
- Letters from University or course convenor
- Copy of publication or presentation

SELF EDUCATION & PROFESSIONAL CONTRIBUTION

Self-education

1 point per activity. Must include a completed self-assessment tool. Maximum 5 points per year.

- Reading scientific papers – journal article, textbook chapter

- Review of scientific papers

Mentorship and supervision

Maximum 10 points per year.

- Mentor (2 points per relationship)

- Mentee (2 points)

- Practicum supervision (1 point per 40 hours)

Industry meetings

1 point per meeting, maximum 5 points per year.

- ISESA meetings – board, committee

- Non-ISESA meetings – special interest groups, networking, committees

Internal workshops and in-service

1 point per learning hour, maximum 10 points per year.

- Workshops

- Seminars

- In-service at workplace

Examples of evidence required

- Synopsis/abstract or article /chapter with declaration
- Copy of presentation/publication with declaration
- ISESA self-assessment tool
- Mentorship agreement and logbook
- Letter/certificate from University acknowledging placement supervision

Minimum requirements

ISESA's annual accreditation cycle runs from 1st January to 31st December. In each accreditation year, an ISESA accredited professional must accrue a minimum of 25 CPD points per annum.

How to accrue points

Professional Development points may be accrued through engagement with a wide range of activities as outlined above. These activities include, but are not limited to, attending webinars, conferences, and workshops; participating in accredited training, and contributing to professional or academic initiatives.

Members are responsible for recording their participation and reflecting on the relevance of each activity to their professional practice. Evidence such as certificates of attendance, event registration, or reflective notes should be retained to support the accrual of points. Where ISESA does not specify a formal points allocation, practitioners should apply the Associations general CPD framework (e.g., one PD point per contact hour, unless otherwise stated).

Evidence and record keeping

All CPD activities must be documented through the designated online portal on the ISESA website. The portal serves as the official record of professional development and must be kept accurate and up to date by each accredited member.

Accredited members are required to log activities promptly, providing details such as the activity type, date, duration, and learning outcomes. Where applicable, supporting evidence (e.g., certificates of attendance, reflective statements, publications) should be uploaded to verify participation.

The online system will generate a consolidated CPD record, which may be reviewed for compliance during audits, accreditation applications, or re-accreditation processes. Members are responsible for ensuring that their submissions are complete, accurate, and reflective of their ongoing professional development.

ISESA self-assessment tool

The ISESA self-assessment tool must be used for further education that does not have an assessment component. This tool may be used for any professional development activity. Examples include: conferences, presentations, developing university course content, mentoring and supervision. This tool can be found in the CPD section of the ISESA website.

Pro-rata CPD requirements

- Pro-rata reduction of CPD points may apply for ISESA accredited members, who are accredited for less than 12 months of a calendar year.
- For every 3 month period, accredited ISESA members must accrue a minimum of 5 CPD points.

Non-compliance

Failure to meet the CPD Standards may result in the suspension of ISESA accreditation. This includes:

- Failure to complete the annual CPD requirements
- Failure to provide suitable evidence.

An annual audit will be conducted with oversight by the Accreditation Committee to ensure accreditation compliance.

Reductions and Extensions

ISESA may grant a reduction or extension to annual CPD requirements in exceptional circumstances. These may include:

- Illness
- Professional hardship

Requests for a reduction or extension will only be considered when submitted in writing, with full details of the circumstances provided. Applications cannot be lodged once an individual has been selected for random audit.