

## **INFORMATION REGARDING CONTINUING EDUCATION UNITS (CEUs) FOR CFA PROFESSIONAL MEMBERS**

Professional members of the CFA are required to accumulate Continuing Education Units (CEU's) over a 2-year period. 24 CEUs are required for every 2 year period.

CEU's cannot be banked or carried forward from one 2-year period to the next 2-year period.

The education units are divided into three categories. The first consists of activities directly related to aromatherapy(**Primary**). **One hour** of activity is required to achieve **one CEU**.

The second consists of activities indirectly related to aromatherapy (**Secondary**). **Two hours** of activity are required to achieve **one CEU**.

The third consists of training in other modalities that would enhance or be useful in an aromatherapy practice. **Three hours** of activity are required to achieve **one CEU**.

Here is the current list of professional activities:

### **PRIMARY ACTIVITIES (1 hr = 1 CEU)**

- Active membership on CFA committee (maximum 12 CEU's in 2-year period)
- Active participation as a CFA director (maximum 12 CEU's in 2-year period)
- volunteer work for CFA functions
- Attendance at CFA conferences and workshops (maximum 7 CEUs per full day event)
- Attending workshops/seminars/meetings directly related to aromatherapy such as: pregnancy and aromatherapy, perfumery, psycho-aromatherapy, essential oil chemistry
- Presenting aromatherapy workshops/seminars to promotes aromatherapy to the public within the community (volunteer presentations only)
- Participation in conducting formal research with intent to publish results
- Submitting articles to CFA Newsletter for publication (each 500 word article counts as **2** CEUs to a maximum of 6 per collection period)

### **SECONDARY ACTIVITIES (2 hr = 1 CEU)**

- Business courses (computers, marketing, small business management)
- Participation in community organizations which result in the development of communication of aromatherapy related skills
- Volunteer activity for health- related community events
- Taking health related correspondence courses
- Enrolment in health-related college or university courses (max 12 CEUs)

### **TRAINING IN OTHER MODALITIES (3 hours = 1 CEU)**

A maximum of 18 CEUs may be accumulated in this category per 2-year collection period). Courses that would be eligible under the new category would consist of, but not limited to RMT, Reflexology, Bach flower remedies, herbology, homeopathy and naturopathy.

In order to qualify for the new category, the modality studied must have a Certificate of Qualification issued for professional membership by a governing body. The course of study must be a minimum of 54 hours.

These lists will be updated periodically as the Education Committee reviews and approves new activities. The Committee will always welcome suggestions for additional activities from the membership.

It is important that the CFA be able to confirm that you have completed the activities. Examples of verification documents include (copies only, do not send originals):

Dated receipts with names of organizations involved and contacts for verification.  
Brochures/flyers/outlines, newspaper clippings from courses you teach with names of organizations and contacts.

Certificates,/diplomas and course outlines, for courses/workshops attended.

Transcripts of marks for courses taken if no certificate issued.

A log of accumulated hours with descriptions of activity.

Brief synopsis of articles, books or videos reviewed.