Before completing the form you will need to download and save it as a word document from the website.

To type or copy text into the box, click the cursor in the box. The text field will then be highlighted allowing you to type or paste text into the required area. The field will increase in size to allow you to include necessary information. It will also allow you to copy and paste text from other word documents such as your c-v or CPD portfolio.

Only information included within the form will be considered by the reviewers. No additional c-v’s or portfolios will be read.

1. Applicant and mentor details

Complete personal details in the box provided.

Your pre-registration physiotherapy education details need to include the university studied at, the qualification obtained eg BSc Hons Physiotherapy and the date obtained. If you did not study a pre-registration physiotherapy course and are a HPC grandparented physiotherapist, please contact the ACPSM CPD coordinator as you will need to do some additional work to map your training to the required competencies a pre-registration physiotherapy course will have met which are assumed as part of this sports specific CPD pathway.

Your CSP and your ACPSM membership numbers must be included in the boxes provided.

Details of an informal mentor should be included regardless of the level you are applying for. If you are an ACPSM member with a significant number of years post-registration clinical experience, you still need to include a name of a person that either still mentors you now or that you approached to work with when you initially started working in sport. This section is intended to highlight the importance of not jumping straight into sole practice in the sporting environment with little or no sports specific experience.

The named person should be at silver or gold level, although other experienced ACPSM members can be named if they have not yet submitted an application as this process is still in its early stages. The reviewers may contact the named mentor(s) as part of the quality assurance procedures.
2. Details of CPD plan

You will need to include the date that a **sports specific** plan was started and not when you first started any type of CPD plan – which would have been as a student. A brief outline of this should be included in the space provided eg current objectives, sports specific development plan and how you plan to achieve to your objectives.

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3. Sports specific and emergency care

A current certificate is essential for ACPSM members wishing to work at the competition/training site. For those no longer working in that environment directly, evidence of a previous certificate is still essential to demonstrate an understanding of the differences between basic first aid and more advanced management of the injured sports person. This understanding is required to fulfil the competencies stipulated by the International Federation of Sports Physiotherapy: to have the skills to provide this support competently in the sporting environment and also to be able to advise on the necessary standard if you are currently clinic based.

Bronze level requires a basic first aid in sport or life support qualification. This must be ‘in date’ to be accepted, usually 3 years. Details of courses approved for application can be found on the ACPSM website.

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4. Details of shadowing and/or supervised clinical experience in sport

Please note that this section DOES NOT include clinical hours accrued as a sole practitioner. Applicants for Bronze level are required to demonstrate a minimum of 100 hours of supervised clinical experience in a sports specific environment. This experiential learning can be in the form of shadowing an experienced sports physiotherapist or working under supervision within a squad system. Contact details should be provided to allow audit of the reviewing system.

The hours accrued do not need to be continuous, they can be added to through part time hours working an a variety of sporting environments over weeks/months (eg 2 hours per week). **These hours must be achieved after qualifying as a physiotherapist.**

Physiotherapists who have been working as sole practitioners in sport still need to demonstrate 100 hours of shadowing/supervised hours and provide contact details of where this has been done to achieve Bronze level.
## 5. Employment History

Please provide an overview of your employment history, including:
- **Job title**
- **Location/department**
- **Dates**
- If part time – please include full time equivalent (FTE eg 0.4) or hrs per week

## 6. Details of clinical experience in sport

As a bronze applicant you do not need to complete sole practice hours. However, you may have completed your supervised practice and have started working with a team on your own. Details of this can be included here.

Details in this section are based around the time spent in any specific environment and can include both clinic and site based experiential learning. At this point you do not need to include reflective elements etc, this will be included in a subsequent section. Only post-qualifying experience is accepted.

## 7. Courses

Details of clinic based and/or academic courses should be provided in a list format with at least the year it was completed next to the course title.

**To achieve Bronze level you are required to demonstrate CPD in sports taping/strapping, kinesiotaping does not count for this aspect, although may have been completed additionally to extend your taping skills**

A separate box should be completed for all key courses attended, outlining what you have learned and how you have incorporated the learning into your clinical practice. This is now compulsory standard recording for HPC registration and details can therefore be copied and pasted from your existing CPD portfolio.

As a guide for Bronze level **at least 4** separate course reflections are expected.

This section should be copied and duplicated as necessary. Please note that attaching your CPD portfolio will not be sufficient. Information will have to be entered onto the ACPSM form for review.
8. Critical incidents

This section allows you to include information of non-formal learning within sport. The box format should be copied and duplicated as necessary.

A separate box should be completed for each key critical incident that has provided an experiential learning opportunity, outlining the specific circumstances, what you might do differently next time and what you have learned from the experience. Again this is standard recording for continued HPC registration and can be copied and pasted from your existing CPD portfolio.

A variety of learning experiences can be included, such as clinical practice, in-service training, individual tutoring or research/audit. Communications with other support staff such as coaches can also provide learning opportunities appropriate for this section.

As a guide for Bronze level at least 4 separate incidents are expected. Each critical incident should relate to a different IFSP Sports Physiotherapy competency.

<table>
<thead>
<tr>
<th>General guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>All subsequent sections on the form are aimed at silver and gold applications</td>
</tr>
<tr>
<td>You should aim to include as many examples of learning as possible to help the reviewers assess your application.</td>
</tr>
<tr>
<td>Any forms submitted with incomplete information will be returned before reviewing.</td>
</tr>
<tr>
<td>Only information provided within the application form will be reviewed and assessed. Please do not send additional files with further information. The only additional files reviewed will be copies of sports first aid certificates in jpeg format.</td>
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</tbody>
</table>