

# Quick Start Guide: How to Apply for Exemption

CPD Home is committed to supporting Subscribers to meet their Continuing Professional Development (CPD) requirements under the Medical Board of Australia's (MBA)'s Registration Standard: Continuing professional development (the Standard).

CPD Home recognises that there may be times where due to exceptional circumstances an unreasonable burden would be placed on a Subscriber in fully meeting their CPD requirements. CPD Home affords Subscribers in this position the opportunity for an exemption from or variation of their CPD requirements.

Determinations of this nature will, in line with the principles of natural justice and procedural fairness, be made by AMA CPD Home following receipt of an Application for Exemption.

Before deciding to submit an application, please read the AMA CPD Home Exemption Policy, available on the [website](#).



## To lodge an Exemption Application, please follow these steps:

- 1 Log in to AMA **CPD Home**
- 2 Click the **Resources** menu
- 3 Scroll down to the **Administrative Forms and Applications** section
- 4 Click the **the Exemption Application Form** link.
- 5 Fill in the online form
- 6 Attach your supporting documents e.g. employment letter, stat dec or medical certificate
- 7 Click **Submit**. Your submitted application will appear on the **Resources** page under **Submitted Applications**.

Review of applications may take up to six weeks. You will be notified as soon as practicable of the review completion and determination and, if applicable, any exemption or variation granted.

