

CRITERIA FOR CERTIFICATION IN PEDORTHICS



**PEDORTHIC ASSOCIATION
OF AUSTRALIA**

PEDORTHIC ASSOCIATION OF AUSTRALIA

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1. Introduction

The Pedorthic Association of Australia (PAA) has developed this certification program for practitioners who work in the field of pedorthics in Australia and surrounding countries where those countries have a formal agreement with the PAA to adopt this system. PAA certification recognises people with appropriate education, training, and skills to provide pedorthic services. Such services are required by people who have anatomical, physiological, biomechanical and/or functional changes to their feet and lower limbs arising from localised or systemic health conditions, trauma, disability, or other causes resulting in ill health and/or impairment.

The certification program aims to ensure that the Australian public has access to people capable of providing pedorthic footwear, orthotic appliances and pedorthic services that minimise impairment, optimise function, improve mobility, and promote health and wellbeing.

An independent PAA subcommittee manages administration and procedures for certification of individuals working in the field of pedorthics. The PAA Australian Pedorthists Registration Board (APRB) Committee performs the role of Registrar.

The recognition process for individuals working in the field of pedorthics encompasses evaluation and validation of an individual's education and training, evidence of their competency to provide appropriate Pedorthic services, and the maintenance and continuing development of relevant professional knowledge and skills. Certification in pedorthics is awarded to an individual in recognition of their education, training, competency, and agreement to comply with a Code of Ethics and Standards and work within their Scope of Practice.

The role of certified persons is to ensure that the provision of footwear, orthotic appliances and pedorthic advice and services seek to minimise patient or client impairment, optimise function, improve mobility and promote health and wellbeing.

These criteria describe:

- certification requirements
- the certification and registration process; and
- how certification and registration are maintained

1.1. Program Objectives

The program has been developed to meet the following objectives:

- Ensure that certified persons are competent to assess and examine the foot, ankle, lower limb, footwear and orthotic appliances.
- Ensure that certified persons are competent to advise patients on foot and lower limb health care and appropriate footwear.
- Ensure that certified persons can select, fit, and provide pedorthic footwear and orthotic appliances.
- Ensure that certified persons are competent to modify pedorthic footwear and orthotic appliances.
- Ensure that certified persons are competent to design and fabricate custom-made pedorthic footwear and orthotic appliances.

- Provide a register of competent certified persons across Australia and surrounding countries with appropriate knowledge and skills in providing Pedorthic products and delivering Pedorthic services.

Neither the PAA nor Registrar guarantees the work of certified persons, only that they have demonstrated the necessary training and competency to provide pedorthic products and services. It is recommended that clients and patients inquire about the knowledge, skills and experience of a certified person when seeking advice, service and/or treatment. A business or organisation employing certified persons cannot automatically claim that all products and/or services have been delivered to the standards expected of the pedorthic profession. Where an individual works within a business or organisation of eight (8) or more people that provides pedorthic services, and the individual works with or supervises others who may or may not be certified persons, certification to ISO 9001 may be necessary to meet quality standards. PAA offers a generic ISO 9001 model for pedorthic businesses and organisations.

The Registrar of certified persons operates independently of all other parties involved in the provision of pedorthic products or services outlined in the scope of these criteria.

1.2. Definitions

For the purpose of these criteria the following definitions apply:

Advice on Footwear and Foot Care: The service provided by persons with respect to information offered on appropriate footwear, especially the need for pedorthic footwear and orthotic appliances. Advice will include use and care of such footwear and appliances to improve patient or client mobility, minimise impairment, optimise function, and promote health and wellbeing.

ANTA: Australian National Training Authority or succeeding organisations

Australian Pedorthists Registration Board (APRB) Committee: A Sub-Committee of the PAA that manages administration and procedures for certification and re-certification of pedorthists in Australia (certification is given to individuals not organisations) and investigates all complaints received by the PAA.

APRB Committee Chair / Committee Chair: The Committee Chair is a member of the APRB Committee responsible for collating information provided by certification applicants, arranging certification panels, recording the decisions of the certification panel and maintaining the Pedorthic Register.

Pedorthic Association of Australia (PAA): Pedorthic Association of Australia is a membership organisation where individuals voluntarily pay dues to belong.

Bachelor Program: A university-based Bachelor level education program that is accredited to deliver pedorthic education by the Board of the PAA.

Certification: The process for recognition and registration of persons described in these criteria.

Certification Panel: A panel of examiners that review the evidence provided by an applicant and make a judgement on a person's competency and suitability for certification.

Certified Person: Means, for the purpose of this document, persons certified as Certified Pedorthic Retailers, Certified Pedorthists and/or Certified Pedorthist Custom Makers.



IVO: The International Association of Pedorthics (Internationaler Orthopaedieschuhtechnik) of which the PAA is a member.

Orthotic Appliances: An appliance worn on the body to reduce or prevent deformity or to provide support, relieve pain and facilitate movement. Orthotic appliances include, but are not limited to, foot and lower limb orthoses, foot orthotics, orthomechanical devices, ankle foot orthoses (AFOs), knee ankle foot orthoses (KAFOs), compression garments, splints, below knee walkers, controlled ankle movement (CAM) walkers, moonboots, Charcot Restraint Orthotic Walkers (CROW), ankle braces, and foot drop braces.

Pedorthic Footwear: footwear specially designed, fabricated and/ or modified to improve mobility, reduce discomfort and/or minimise the propensity for problems the short, medium, and long-term future. Similar terms include medical grade, orthopaedic, therapeutic, extra-depth or surgical footwear.

Pedorthic Services: a strategy or strategies to improve, maintain or promote health and mobility that includes advice regarding foot health, footwear, and orthotic appliances and/or provision of prefabricated or custom-made pedorthic footwear, prefabricated or custom-made orthotic appliances and/or footwear modifications. Also includes the term pedorthic intervention.

Pedorthics: The professional field concerned with the provision of pedorthic footwear, orthotic appliances, and appropriate advice to a patient after assessment and analysis of the patient's condition(s). Including the provision of prefabricated footwear, modification of prefabricated footwear, custom-designed and fabricated Pedorthic footwear, orthotic appliances and advice on the need and application of pedorthic footwear and orthotic appliances.

Pedorthist: A person who provides pedorthic footwear and/or orthotic appliances and appropriate advice to a patient after assessment and analysis of the patient's condition(s). This includes the provision of prefabricated footwear and/or, modification of prefabricated footwear and/or custom-designed and fabricated pedorthic footwear, orthotic appliances and advice on the need and application of pedorthic footwear, orthotic appliances, and standard footwear.

Pedorthic Work Experience: Directly related to work within the pedorthic framework, work experience within a company or business or department whose core structure is provision of pedorthic services as outlined in the definition of pedorthics.

Registrar: The Registrar is the Australian Pedorthists Registration Board (APRB) Committee.

TCF Training Package: TCF Training Package Medical Grade Footwear LMT07 as endorsed by the National Training Quality Council 2008 or later versions that may be endorsed by the relevant governing authority and PAA.

2. Pedorthic Professional Code of Conduct

The PAA may make policies and by-laws regarding the professional conduct of members. This includes establishing a code of ethics and standards.

All certified persons have an obligation to improve the standing of pedorthics in the healthcare system and the community by observing the [PAA Code of Ethics and Standards](#). The Code of Ethics and Standards provides a practical guide for a certified person's professional practice and states the minimum standards the PAA expects of its members. Compliance with the Code of Ethics and Standards is a condition of continuing certification.

The PAA may terminate certification, prevent certification renewal and/or revoke PAA membership as a means of disciplinary action against a certified person that in the opinion of the PAA Board has failed to comply with the Code of Ethics and Standards.

3. Application Requirements

Applicants must ensure that the information they provide is accurate and addresses the requirements set out in these criteria. Applications will only be accepted on the official certification application form and within the official certification format.

The following education, training and work experience requirements apply to all applicants unless otherwise specified. The extent of these requirements is set out for each scope of registration in clause 3.8 with reference to the National Register of Vocational Education and Training (VET) in Australia, Textiles, Clothing and Footwear (TCF) Training Package, Medical Grade Footwear for the Certified Pedorthic Retailer (CRetPed Au) and Certified Pedorthist (CPed Au) levels, as well as a PAA Board approved Bachelor-level program for the Certified Pedorthist Custom Maker (CPedCM Au) level. Copies of relevant educational qualifications, training certificates, full curriculum vitae, summary addressing key competencies and (if applicable) examples of work or other material evidence are to be included with the application form.

Additional information or examples of work may be requested by the certification panel, if required, to make a decision on certification and registration of the applicant.

3.1. Training and Competency

Applicants shall have successfully completed appropriate education and training programs and meet competency standards relevant to the level of certification sought.

CRetPed Au applicants should demonstrate training, experience and competency that align with the TCF Training Package LMT07 Medical Grade Footwear. However, as courses are not currently delivered based on this training package, the APRB Committee will consider submissions from applicants that include other relevant trade or retail work experience, training courses and programs of study offered in Australia or overseas.

CPedCM Au applicants should have completed a bachelor level program that is accredited by the PAA Board, and meet the PAA Competency Standards for Professional Pedorthists. The PAA Board is required to review and update the accreditation of all Bachelor programs deemed a requirement for certification in Australia on regular intervals, but at least every four (4) years.

Examples of relevant study areas that may contribute to meeting training and competency requirements are listed below. This list is not exhaustive, as the key reference document is the above-mentioned TCF Training Package LMT07 Medical Grade Footwear or PAA Board approved Bachelor program:

1. Practice Management
2. Patient Assessment and Care
3. Pathology (as relevant to pedorthic footwear services)
4. Anatomy and Physiology
5. Biomechanics
6. Orthoses
7. Footwear Modifications

8. Footwear
9. Pedorthic Footwear Assessment

3.2. Formal Education

Applicants will need to provide details of formal education (including secondary, tertiary and work-based), qualifications and courses undertaken. Whilst there are recommended educational requirements for applicants, the competencies demonstrated through prior learning will be taken into account in the overall evaluation of the application. Where applicants do not meet the minimum requirements shown in Clause 3.8, but consider they meet all other requirements, submissions will be considered to allow for a lower level of formal education. For the CPedCM Au, applicants will need to have completed a PAA Board approved and accredited Bachelor program.

3.3. Pedorthic Work Related Experience

Applicants are requested to provide sufficient information to demonstrate that their work experience provided understanding and experience in the competencies detailed and referred to in clauses 3.1 and 3.4. Appropriate work experience should include roles that demonstrate accountability and the exercise of judgment.

Prior experience in the prescription, design and manufacture of pedorthic footwear is desirable for all applicants; however, it is recognised that depending on the type of pedorthic service being offered, a reduced scale of competency may be appropriate for some individuals. Significant footwear/pedorthic-based work experience is mandatory prior to certification. Work experience must be consistent with the level of certification sought.

Applicants must provide details of prior work experience in the footwear industry and other related activities. Examples are as follows:

- Work undertaken during apprenticeships or other training programs that pertain to the analysis, design and/or manufacture of regular and/or pedorthic footwear.
- Experience in larger manufacturing organisations where there is some provision of pedorthic footwear and pedorthic services.
- Experience under the guidance of suitably trained and accredited individuals including lower limb specialists and footwear manufacturers.
- Experience in supplying pedorthic footwear and/or services from own business or other location.

Work experience shall be verified by the Curriculum Vitae (CV), the applicant's referees, or other means where appropriate to provide confirmation of the applicant's scope of work and satisfactory work performance.

Applicants need to ensure they fully understand the requirements for re-registration described in Section 5. Certified persons are required to maintain a work log, which accurately describes the work they have undertaken. Submission of completed work logs is a requirement when re-registration falls due. Work logs, as with all material submitted for consideration for registration or re-registration, are kept confidential by the Registrar and Certification Panel.

3.4. Scope of Registration

Certified persons will be listed in the Register according to their certification classification, which indicates their level of skills and knowledge and scope of practice. Certified persons may apply to have their registration scope reviewed when re-registration falls due.

The Registrar will maintain a publicly available register of all certified persons.

The Pedorthic sector currently has 3 levels of practitioners. The original Criteria certified all persons under a non-ANTA or VET course accreditation. At that time, the training and certification processes for all three levels of registration were provided by the Pedorthic Association of Australia. The courses provided by the PAA were based on the national training package and covered its content, but PAA's education sector is not and never was a recognised training organisation (RTO) under relevant legislation.

In 2015, a tertiary AQF Level 7 accredited Bachelor of Pedorthics was introduced at Southern Cross University (SCU) to provide accredited training for the CPedCM Au level practitioner.

The original Criteria provided a pathway for training and recognition of a middle level practitioner; CPed Au. This level became redundant after 2015 and the training pathway was closed in 2020. Certification is no longer available at the level of CPed Au. The Criteria still recognises those working and practising within the scope of registration of the level CPed Au and standard re-certification requirements are expected for practitioners to be recertified as CPed Au.

The following knowledge bases and skillsets will be used to identify registration scope:

1. Certified Pedorthic Retailer (CRetPed Au): the CRetPed Au is a retailer of pedorthic footwear and prefabricated orthotic appliances, including assessment, review and minor modification of existing footwear (modifications and repair on footwear that does not alter the principal function or construction of the footwear).
2. Certified Pedorthist (CPed Au): The Cped Au provides services including assessment, review, and major alteration, modification, and repair of existing footwear, and the provision of prefabricated and custom-made orthotic services. This registration level is still recognised for re-certification purposes. The pathway to this level was closed in 2020.
3. Certified Pedorthist Custom Maker (CPedCM Au): The CPedCM Au is tertiary qualified (AQF 7 equivalent), works autonomously and practises within an evidence-based paradigm. The practitioner is involved in all clinical, technical, and service delivery aspects of pedorthics. They are actively engaged in the practice of assessing, treating, and providing evidence-based services for people with foot and lower limb conditions in addition to provision, fabrication, alteration, modification, repair, and dispensation of prefabricated and custom-made pedorthic footwear and/or orthotic appliances.

As part of the certification process, applicants are required to present a case study and related sample of work at an interview with the Certification Panel. The Certification Panel is an independent panel of examiners that review the evidence provided by an applicant, assess the applicant's competency and suitability for certification, and make a decision regarding certification. Suitable examples of work must reflect the level of involvement relevant to the certification level sought. Some work examples will be undertaken as part of PAA-specific training programs or a PAA Board approved Bachelor program, and assessment will be competency-based, demonstrating the acquisition of practical and theoretical skills and knowledge. The case study should include records

such as assessment notes, observations, measurements, profile drawings, digital media, and impressions as appropriate. Applicants must present their work in a manner that shows their decision-making process, demonstrate critical evaluation of their work and a provision for follow-up. The certification panel will be looking for evidence that emphasis has been placed on providing a safe, appropriate, timely and efficient service.

Certification presentation requirements are as follows:

- CRetPed Au: the applicant must present an example of work requiring provision of prefabricated pedorthic footwear which may need minor modification. The applicant must be able to demonstrate that there has been analysis of the medical condition that indicates the need for prefabricated pedorthic footwear or other service. If the actual footwear is not available for presentation, then a sample in a similar style and construction may be presented. The presented information must show a clear and consistent decision-making process that led to provision of the product and/or services.
- CPedCM Au: The applicant needs to present an example of work requiring the provision of custom-made pedorthic footwear. The applicant must demonstrate why the service provision in the CRetPed Au area would not be sufficient to achieve the desired patient outcome. The work sample should include the actual custom-made pedorthic footwear, custom-made orthoses or orthotic element, the last, patterns and profile drawings as appropriate, together with patient assessment data. The presented information must show a clear and consistent decision-making process that led to the service provision.

3.5. Key Competencies for Applicants

As part of their application, applicants should address the areas of competence shown in this clause relevant to their scope of registration. Each applicant must provide a summary detailing their current level of understanding and experience in each of the key areas.

There are currently two levels of recognition in pedorthics with different competency requirements. Applicants are expected to demonstrate competency commensurate with the level of certification sought and the type of practice described in Clause 3.4, Scope of Registration.

The following competencies have been extracted from the ANTA approved competencies for Medical Grade Footwear and are fully explained in the approved training package Textiles Clothing and Footwear Training Package LMT00, Volume 17: Medical Grade Footwear.

Units of Competencies for Pedorthic Retailer (Medical Grade Footwear certificate 4) include but are not limited to:

Product Development

- Conduct Medical Grade Footwear assessments for clients with footwear-related conditions.
- Modify Medical Grade Footwear.

Production

- Select and adjust prefabricated footwear related orthoses
- Select and adjust prefabricated Medical Grade Footwear and accessories.

Sales and Marketing

- Sell products and services.
- Advise on products and services.
- Interact with customers.
- Maintain and order stock.
- Address customer requirements.

Units of Competency for Pedorthist Custom Makers:

AQF 7 equivalent pedorthic tertiary qualification (e.g. PAA Board accredited Bachelor of Pedorthics)

Activities described in the Competency Standards for Australian Professional Pedorthists which address the following areas:

- Collaborative Practice
- Professional Conduct
- Clinical Practice and Care
- Provision of Orthotic Appliances
- Provision of Pedorthic Footwear
- Footwear Modifications
- Business Management
- Professional Development

3.6. Application Referenes

Two other persons who have a relevant professional relationship with the applicant shall provide references for the applicant for initial certification.

Referees should have the capacity to validate relevant information contained within the application.

3.7. Personal Mandatory Declaration

Each applicant seeking certification, registration and/or re-registration is required to sign a [Mandatory Declaration](#) that each of the following statements are true:

1. I know of no information that could cause the Pedorthic Association of Australia not to be satisfied that I am a suitable person to be a member of the Association
2. I have read and understood the [PAA Privacy Policy](#)
3. I declare that all information provided is true and accurate and agree to notify the Association of any changes in a reasonable period of time;
4. I have read and agree to abide by and uphold the [PAA Code of Ethics and Standards](#)
5. I have read and declare that I meet the [Recency of Practice requirements](#)
6. I have read and agree to abide by the [PAA Continuing Professional Development \(CPD\) annual requirement](#)
7. I am in professional good standing and have no existing restrictions to practice and/or no pending disciplinary actions domestically or internationally
8. I have not been convicted by any court in Australia, or elsewhere, of any offence punishable by imprisonment
9. I understand that at any time I may be subject to a random audit of the CPD and Recency of Practice program or any of these declarations

3.8. Registration Requirements

This table summarises the minimum requirements for registration at the levels described in clause 3.4 for each aspect of the criteria. All criteria must be completed to be certified.

Aspect	CRetPed Au	CPedCM Au
Description	Pedorthic Retailer	Pedorthist Custom Maker
1. Entry qualifications	<ul style="list-style-type: none"> Trade or Professional in retail or footwear equal to Certificate III in the AQF 	<ul style="list-style-type: none"> Eligibility for PAA Board accredited Bachelor level training program
2. Training (Pedorthic specific)	<ul style="list-style-type: none"> 40hrs – Foundation of Pedorthics online program (Alternatively a Certificate IV in Medical Grade Footwear from an Australian Registered Training Organisation with LMT07: Textiles, Clothing and Footwear Training Package as part of its scope) 16hrs – Pre-Cert A is a PAA program (retail program) with competency assessment – practical/theoretical, skills/knowledge 	<ul style="list-style-type: none"> PAA board accredited Bachelor program or AQF 7 equivalent pedorthic education
3. Formal Education (schooling)	<ul style="list-style-type: none"> Year 10 	<ul style="list-style-type: none"> Bachelor's degree or AQF 7 equivalent pedorthic educational qualification
4. Pedorthic Work Related Experience as per 3.3 and 3.4	<ul style="list-style-type: none"> 1 Year 	<ul style="list-style-type: none"> The Bachelor program must be accredited by the PAA Board and contain a significant amount of pedorthic-related clinical and manufacturing training
5. Key Competencies as listed in Clause 3.5	<ul style="list-style-type: none"> High level of competency for all areas 	<ul style="list-style-type: none"> High level of competency for all areas
6. Work Examples	<ul style="list-style-type: none"> Prefabricated MGF and may need a minor modification 	<ul style="list-style-type: none"> Custom-made pedorthic footwear including custom-made orthoses or orthotic element
7. References		Minimum of two referees that can provide a reference and verify details included in application
8. Mandatory Declaration		PAA Mandatory Declaration whereby the individual is self-assessing their suitability for membership and certification with PAA to provide pedorthic services.

4. Registration Process

The registration process involves the following steps:

1. Receipt of application
2. Evaluation of application by APRB Committee/Committee Chair
3. Verification of information with referees and others as required
4. Certification Panel interview and case presentation
5. Applicants advised of registration outcome
6. APRB Committee informs PAA Board of outcome
7. Applicants entered on Register

For registration, applicants are required to successfully complete all steps in the registration process.

4.1. Evaluation Process

The APRB Committee evaluates the information provided by each applicant against the application requirements. This involves contacting sponsors and possibly other business associates identified in the application documents. The APRB Committee may request additional supporting information at any stage of the registration process. Once minimum requirements are met, the APRB Committee will assemble the Certification Panel. The independent certification panel assesses applications for certification and makes recommendations to the Registrar.

The certification panel usually consists of one certified person, a foot or lower limb medical specialist, and a representative of the Registrar. Each panel will be chosen to ensure professionalism, fairness, and minimum cost of evaluation.

Applicants who successfully meet the evaluation and verification criteria are required to attend an interview. Interviews assess the applicant's suitability for the role of Pedorthic Retailer, and/or Pedorthist Custom Maker. The certification panel will review the application documents to confirm the applicant's skills, knowledge, and experience and conduct the interview. The interview is the final stage of the certification process and will be conducted at a venue that is convenient for all parties. If required, the interview may be conducted online. All costs incurred to attend the interview are at the applicant's expense.

For applicants completing a PAA Board approved Bachelor course in Australia, the interview panel may be held during the applicant's final semester at university. Certification takes effect upon conferral of the Bachelor award and successful certification outcome. Registration applies from the conferral date and/or certification date (whichever is the latter) up to a maximum of twenty-three (23) months. After that, standard re-certification criteria apply.

All applicants will be advised of the registration process outcome. The APRB Committee Chair will advise the applicant and the PAA Board of a successful registration outcome. The Committee Chair will advise applicants who are unsuccessful at the earliest opportunity after evaluation of their application. In some situations, the certification panel may recommend registration at a different level to the level applied for or may recommend registration on a provisional basis with the provisions advised by letter to the applicant and the PAA Board. The APRB Committee will maintain a confidential file on each applicant. The file will include the original application, the Committee Chair's worksheets, the certification panel worksheets, records of investigations, appeals and complaints, documentary evidence of work examples and re-registration information.

4.2. Certificates

Each successful applicant will receive a certificate. Certificates have an expiry of 30 June after registration is granted, which is the date re-registration falls due.

The terminology to be used by certified persons in describing their registration on business cards, letterhead etc, is:

Pedorthic Retailer	CRetPed Au
Pedorthist	CPed Au
Pedorthist Custom Maker	CPedCM Au

CPed is a registered trademark in Australia owned by the Pedorthic Association of Australia.

4.3. Certification Complaints

Applicants will be advised of the reason for an unsuccessful application, registration at a level other than the level applied for, or a provisional registration. Applicants who have been unsuccessful in achieving their desired outcome, and disagree with the APRB Committee decision, may lodge a Category 2 complaint in accordance with the [PAA Complaints Policy](#).

Complaints shall be lodged with the PAA, in writing, and signed by the applicant. The complaint shall include a clear statement as to the substance of the complaint; an explanation as to why the applicant disagrees with the decision; provision of supporting evidence, and a request for re-evaluation of their application. The full complaint lodgement, investigation, resolution, and appeals process can be viewed in the Complaints Policy.

4.4. Complaints against Certified Persons

Complaints regarding a certified person's performance or conduct will be acknowledged and investigated by the APRB Committee according to the PAA Complaints Policy. The Complaints Policy outlines the process and management of complaints and describes potential solutions or outcomes.

Policies determined by the PAA Board or endorsed at the PAA Annual General Meeting (AGM) are to be followed by all APRB Committee members and stakeholders. These policies detail the codes, guidelines, standards, and processes which are to be followed in order to satisfy the relevant Criteria and Rules.

A certified person must abide by the PAA Code of Ethics and Standards, work within their scope of practice, and comply with all other applicable legislation, policies, standards, and guidelines.

Evidence of unacceptable performance or misconduct may result in actions including withdrawal of certification and/or PAA membership.

5. Maintaining Certification

5.1. 5.1 Registration Fee and Documentation

To maintain certification, the following actions are required:

- a registration fee is to be paid by 30 June each year
- Submission of a work log prior to re-registration application
- Submission of a continuing professional development record prior to re-registration application

If payment and documentation have not been received by the APRB Committee by the end of July, the certified person will be removed from the public website and certification will no longer be current. If the practitioner re-registers within 12 months, this may incur an additional re-registration fee.

5.2. Work Log

To maintain certification, all practitioners shall submit a work log demonstrating a minimum of either five (5) commissions/cases completed in the previous year, or ten (10) commissions/cases completed during the previous two (2) years demonstrating application of the skills required for the original certification.

5.3. Continuing Development

To maintain certification, all certified persons shall undertake at least thirty (30) hours continuing professional development. Appropriate areas for continuing development include training in foot-care, materials, communication skills and quality management. Attendance at one of the PAA-approved development activities is strongly recommended for re-certification of CRetPed Au, CPed Au and CPedCM Au.

The continuing development record shows the duration and type of activity undertaken and, if applicable, details of the practitioner. This record must be submitted prior to the application for re-registration.

Apart from PAA-approved development activities, other suitable sources of continuing development need to be relevant to study areas covered under section 3.1 Training and Competency:

- Coursework as part of a University, TAFE, or other recognised training organisation
- Attendance at seminars or workshops
- Own research on the subject of foot and lower limb conditions and footwear
- Subscription and reading of association publications, journals etc.

Other sources of continuing development may be acceptable to the Registrar and should be submitted to the APRB Committee for approval prior to re-registration.

The guideline, [Continuing Professional Development \(CPD\) for Certified Pedorthists](#) provides further information regarding continuing development.

5.4. Career Development

It is the aim of the PAA to encourage pedorthists to continually develop their skills and knowledge. The PAA will advocate for the pedorthic profession and provide opportunities for practitioners to share experiences and learn new skills. The development and promotion of the pedorthic industry and its participants is particularly important. Recognition of a person's skills will be through the scope of registration.

5.5. Re-Certification after Discontinuation of Certification

In certain circumstances, certified persons may have discontinued their registration for a period of time. This discontinuation may be voluntary or involuntary; however, this criterion makes provision for re-certification under appropriate circumstances.

The detailed requirements and the process of re-certification after discontinuation are outlined in the Recency and Resumption of Practice policy developed by PAA.

Voluntary Discontinuation

Members are able to apply for Leave of Absence from certification. Leave of absence is available for certified persons who will not be practising in Australia for an extended period of time. Leave of absence can be granted on an annual basis following an application in advance in writing to the Chair of the APRB Committee outlining the reasons for the Leave of absence.

In the event that the person has discontinued certification through their own action or inaction, the practitioner may re-apply to the Registrar in writing to be re-listed on the Register. The letter should include:

- a) reasons for discontinuation of certification
- b) evidence that requirements of re-registration have been met

The letter and evidence will be submitted to the APRB Committee for consideration. The Committee will take into account the length of time that has elapsed since discontinuation of certification and the circumstance surrounding the event. The Committee will assess each application on a case-by-case basis and allocate the individual to the appropriate Resumption of Practice Program. In some circumstances this may require the practitioner to fulfil all the requirements of the original registration process as set out in Section 4 or as outlined in the [Recency and Resumption of Practice Policy](#) developed by PAA.

Involuntary discontinuation

If a certified person has been removed by the APRB Committee as a result of a complaint or other reason as set out in paragraph 4.4, and the practitioner wishes to be re-registered, they may re-apply to the Registrar. The application shall be in writing and include:

- a) an explanation as to why certification was discontinued
- b) evidence that requirements of re-registration have been met
- c) evidence that the cause of the original discontinuation has been rectified

The APRB Committee may agree that the practitioner can be re-certified or advise the practitioner of what they need to do to meet registration requirements. In some circumstances this may require the

practitioner to fulfil all requirements of the original registration process as set out in Section 4 or as outlined in the [Recency and Resumption of Practice Policy](#) developed by PAA.

5.6. Transition from Previous Certification

All Certified Pedorthists registered under previous versions of this criteria will remain on their existing certification level when new criteria are approved. Those levels are and remain:

- CRetPed Au
- CPed Au
- CPedCM Au

5.7. Applicants with international qualifications

The PAA is a member of the Internationaler Verband Orthopaedieschuhtechnik (IVO), also known as the International Pedorthic Association. The IVO established the International Standards for Orthopedic Shoe Technology in 2014 to promote consistent global standards for pedorthic education and training, which are endorsed by the PAA. The PAA Board may develop a policy for certification of overseas-qualified pedorthists to be included in the next review of the certification program. Until this policy is developed and approved, overseas-trained pedorthists or orthopaedic shoemakers seeking CPedCM Au certification in Australia are requested to make contact with the provider of the PAA-approved Bachelor program and obtain an accredited Australian pedorthic tertiary qualification. Universities have policies and procedures in place to address internationally qualified persons seeking an Australian Qualification.

6. Structure and Relationships of Organisations

The Pedorthic Association of Australia (PAA) is the peak body for Pedorthics and is a national member-based organisation where individuals voluntarily pay dues to belong. The PAA self-regulates professionals in the field of pedorthics through established policies, standards, codes, and criteria voluntarily upheld by PAA certified persons.

Within the PAA, the Australian Pedorthists Registration Board (APRB) Committee independently functions as Registrar to manage administration and procedures for certification and re-certification of pedorthists in Australia and investigate all complaints received by the PAA. Annual membership fees must be paid to maintain membership and certification.

Both the PAA Board and APRB Committee work cooperatively to provide the pedorthic community with a high level of service, governance, and professionalism.

7. Glossary

The following glossary of terms applies across all PAA governance documents:

Advice: Provision of information, education, guidance and/or recommendations regarding foot health, foot care, footwear, pedorthic footwear and orthotic appliances.

AGM: Annual General Meeting.

ANTA: Australian National Training Authority or succeeding organisations. a statutory authority operating between 1992-2005 that focussed on vocational education and training (VET).

Appeal: A written request to review a PAA or APRB Committee decision.

Appeal Committee: A committee nominated by the PAA Board to manage the appeals process.

Applicant: An individual who has applied for membership with the PAA or certification/re-certification.

APRB Committee Chair/Committee Chair: A member of the APRB Committee responsible for administering the certification process and maintaining the pedorthic register.

APRB Committee Members: A managing committee of five (5) individuals nominated and endorsed at the PAA AGM. Each Committee member is elected for three (3) years.

Australian Pedorthists Registration Board (APRB) Committee or APRB Committee: A PAA sub-committee that manages certification of pedorthists in Australia and investigates all complaints received by the PAA.

Bachelor program: A higher education program accredited by the PAA Board to deliver pedorthic education.

Board of Directors: The body responsible for governance of the PAA.

Certification: The formal recognition and registration process of pedorthists in Australia.

Certification Panel: A panel of examiners that reviews certification applications and makes a decision regarding an applicant's competency and suitability for certification.

Certified Person: An individual formally recognised and registered by the APRB Committee including Certified Pedorthic Retailer, Certified Pedorthist and/or Certified Pedorthist Custom Maker.

Complaint: Any expression of concern, dissatisfaction or disagreement with a decision or action made by the PAA, APRB, certified pedorthists or other members, the quality or delivery of service or the conduct of another person.

Criteria for Certification in Pedorthics or Criteria: The program prepared by the PAA which sets out the requirements and processes for pedorthic certification and re-certification in Australia.

Custom-made: Unique and made specifically for an individual.

Evidence-based or evidence: Valid and reliable information that is supported by rigorous research.

Fabricated or fabricates: All aspects involved in producing an orthotic appliance or pedorthic footwear. Similar terms include "manufactures", "makes" or "custom-makes."

Informed consent or consent: A voluntary decision by an individual agreeing to a treatment or intervention following provision of comprehensive, accurate, relevant and clear information.

Investigating Officer – The person delegated by the APRB Committee to investigate a complaint and provide a report to the APRB Committee Chair.

IVO: Internationaler Verband Orthopaedieschuhtechnik (IVO), also known as the International Association of Pedorthics, of which the PAA is a member.

Orthotic Appliances: An appliance worn on the body to reduce or prevent deformity or to provide support, relieve pain and facilitate movement such as foot and lower limb orthoses, foot orthotics, orthomechanical devices, ankle foot orthoses (AFOs), knee ankle foot orthoses (KAFOs), compression garments, splints, below knee walkers, controlled ankle movement (CAM) walkers, moonboots, Charcot Restraint Orthotic Walkers (CROW), ankle braces, and drop foot braces.

Patient: a recipient of pedorthic care, products and services. Includes terms such as client, user, recipient of service, insured person, consumer, beneficiary or participant. The term may include stakeholders who represent the patient such as carers, support people, family members, partners, workers and/or guardians.

Patient- or person-centred care: Care that involves identifying and understanding what is important to the patient, establishing trust and mutual respect and working together to share decision-making,

Pedorthic Association of Australia (PAA) or Association or PAA: A voluntary fee-based membership organisation and peak representative body for pedorthists in Australia.

Pedorthic Footwear: Footwear specially designed, fabricated and/ or modified to improve health and mobility, reduce discomfort and/or minimise the propensity for lower limb impairment in the future. Similar terms include medical grade, orthopaedic, therapeutic, extra-depth or surgical footwear.

Pedorthic Register: A list of certified persons maintained by the APRB Committee.

Pedorthics - The professional field concerned with the provision of pedorthic footwear, orthotic appliances and appropriate advice to a patient after assessment and analysis of the patient's condition(s). Includes the provision of prefabricated footwear, alteration and modification of prefabricated footwear, custom-designed and fabricated pedorthic footwear and orthotic appliances, and advice on the need and application of pedorthic footwear and orthotic appliances.

Pedorthic Services: Strategies to improve, maintain or promote patient health and mobility that includes advice regarding foot health care, footwear, and orthotic appliances and/or provision of prefabricated or custom-made pedorthic footwear, prefabricated or custom-made orthotic appliances and/or footwear modifications. Includes the terms "pedorthic care" and "pedorthic intervention."

Pedorthist: A person trained in Pedorthics who provides pedorthic footwear and orthotic appliances, pedorthic advice and pedorthic services.

Practice: Work performed in any role, whether remunerated or not, in which an individual uses their skills or knowledge to contribute to the safe and effective delivery of pedorthic services.

Prefabricated: Industrially manufactured and not custom-made to individual specifications. Similar terms include "ready-made", "off-the-shelf" and "over-the-counter".

Recent: An individual who has utilised their professional knowledge and skills in activities that meet the definition of practice since qualifying as a pedorthic retailer or pedorthist.

Re-certification: The process of renewing pedorthic certification in Australia.

Registrar of Pedorthists or Registrar: The agency that credentials individuals as certified pedorthists. The Registrar is the APRB Committee.

Relevant Regulatory Body: Includes any department or nominated individual, or body empowered by the Government of the Commonwealth of Australia, States and Territories and local councils.

Review Board: A panel of representatives from which the Certification Panel is drawn.

TCF Training Package: Textiles, Clothing and Footwear (TCF) Training Package Medical Grade Footwear LMT07 as endorsed by the National Training Quality Council 2008 or later versions endorsed by the relevant government authority and PAA.

VET: Vocational education and training.

8. Review of Document

This policy will be reviewed from time to time as required. This will generally be at least every five years.

Last approved: October 2021

This version replaces the previous version approved February 2021.