



# Continuing Professional Development (CPD) Participation Policy

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<b>Related Policies and Procedures:</b>	RACP Privacy Policy RACP Complaints Management Policy RACP Recognition and Assessment Framework RACP Exemption and Variation Policy RACP CPD Audit Policy
<b>Applicability</b>	Australia and Aotearoa New Zealand

**TABLE OF CONTENTS**

**Continuing Professional Development (CPD) Participation Policy ..... 1**

**1. INTRODUCTION ..... 3**

**2. PURPOSE ..... 3**

**3. SCOPE ..... 3**

**4. THE RACP CPD PROGRAM ..... 3**

**4.1 Exemptions and Variations ..... 3**

**4.2 Recording requirements ..... 4**

**5. PROGRAM FEES ..... 4**

**6. PROGRAM PARTICIPANTS ..... 4**

**6.1 Fellows of the RACP (FRACP) ..... 4**

**6.2 RACP Trainees ..... 4**

**6.4 CPD Users ..... 5**

**6.5 Specialist International Medical Graduates (SIMGs) & Short-Term Training (IMGs) ..... 5**

**6.6 Retired Fellows ..... 5**

**6.7 RACP members living / practicing overseas ..... 5**

**7. DUAL FELLOWS ..... 5**

**7.1 Australia ..... 6**

**7.2 Aotearoa New Zealand ..... 6**

**7.3 Recognition of Alternative CPD Programs ..... 6**

**8. RACP MANDATORY REPORTING REQUIREMENTS ..... 7**

**8.1 Australia ..... 7**

**8.2 Aotearoa New Zealand ..... 7**

**9. ROLES AND RESPONSIBILITIES ..... 7**

**9.1 RACP responsibilities ..... 7**

**9.2 CPD Participant responsibilities ..... 8**

**10. COMPLIANCE ..... 8**

**11. FURTHER TRAINING AND REMEDIATION SUPPORT ..... 9**

**12. EXCEPTIONAL CIRCUMSTANCES ..... 9**

**13. COMPLAINTS AND FEEDBACK ..... 9**

**14. REVIEW OF POLICY ..... 9**

**15. DEFINITIONS ..... 10**

**16. ASSOCIATED DOCUMENTS AND REFERENCES ..... 11**

**17. VERSION HISTORY ..... 12**

## 1. INTRODUCTION

The Royal Australasian College of Physicians (RACP) is committed to supporting high standard of practice through Continuing Professional Development (CPD). This policy sets out the requirements for participation in the [RACP CPD Program](#).

## 2. PURPOSE

The RACP provides a CPD Program to support the professional development of Fellows and other medical practitioners practising in the disciplines represented by the RACP.

The RACP CPD Program is designed to align with the requirements of the Medical Board of Australia (MBA) [CPD registration standard](#) and the Te Kaunihera Rata o Aotearoa/Medical Council of New Zealand (MCNZ) [recertification requirements](#).

The purpose of the RACP CPD Program is to:

- support participants to maintain, develop and broaden their knowledge, skills and professional practice in accordance with their scope of practice
- promote reflective practice, performance review and ongoing improvement in patient care
- provide assurance to regulators and the community that CPD obligations are being met
- comply with applicable legislation, regulatory standards and accreditation requirements.

## 3. SCOPE

This policy applies to all medical practitioners enrolled in the RACP CPD Program (CPD Participants) including:

- Fellows of the RACP (FRACP)
- RACP Trainees
- Interrupted trainees who nominate the RACP as their CPD Home
- CPD users (non-members)
- Specialist International Medical Graduates / Overseas Trained Physicians.

## 4. THE RACP CPD PROGRAM

The RACP CPD Program operates on an annual cycle which commences on 1 January and concludes 31 December each year in alignment with MBA and MCNZ requirements. CPD Participants have until 31 March to log and update their CPD activities for the preceding year.

The RACP CPD Program is designed for Fellows of the College but may also be appropriate for medical practitioners whose scope of practice falls within the RACP's specialties. Medical practitioners are responsible for ensuring that the RACP CPD Program is appropriate to their scope and jurisdiction of practice (*refer to Section 7.3 below*)

The **RACP Recognition and Assessment Framework** provides CPD Participants guidance on which CPD activities are accepted, how activities are classified, the standards they must meet, and how educational quality and regulatory compliance are assured.

### 4.1 Exemptions and Variations

The RACP may grant exemptions or variation to CPD requirements for eligible extended periods of leave, e.g. parental or carer leave, serious illness or other approved circumstances of six months or more in accordance with *the CPD Exemption and Variation Policy* and Section 12

*Exceptional Circumstances.* CPD Homes can grant exemptions/variations for a maximum of three consecutive years to medical practitioners who meet the exemption/variation criteria.

## 4.2 Recording requirements

[MyCPD](#) is the RACP CPD recording platform, within which CPD participants must record CPD activities. MyCPD is for all RACP CPD participants, including Fellows, trainees on interruption of 6 months or more, CPD users (non-members), eligible specialist international medical graduates (overseas trained physicians). MyCPD is utilised by RACP to monitor, audit and report CPD compliance as required by MBA and MCNZ.

## 5. PROGRAM FEES

Participation in the RACP CPD Program is subject to fulfilling all terms and conditions prescribed by the College, including payment of the applicable annual fees and compliance with continuing professional development (CPD) requirements. (Fees can be found on [RACP website](#))

Enrolment in the RACP CPD Program is included in the annual membership subscription for RACP Fellows. Where a Fellow's membership is terminated in accordance with the [RACP Constitution](#) due to non-payment of the membership fee, access to the RACP CPD Program and MyCPD portal will cease from the effective date of termination.

The RACP will not report CPD participation or compliance to the Australian Health Practitioner Regulation Authority (Ahpra) or MCNZ where applicable fees remain unpaid.

The requirements for former members seeking to rejoin RACP are set out in the [Re-admission to Fellowship Policy](#).

## 6. PROGRAM PARTICIPANTS

Participation in the RACP CPD Program is subject to eligibility, regulatory requirements and payment of any applicable subscription or program fees.

### 6.1 Fellows of the RACP (FRACP)

Access to the RACP CPD Program is included in membership fees. Fellows that join an alternative CPD Program must inform RACP which program they are participating in by contacting [MyCPD@racp.edu.au](mailto:MyCPD@racp.edu.au), or; [MyCPD@racp.org.nz](mailto:MyCPD@racp.org.nz). New RACP Fellows admitted to Fellowship after 30 June of the relevant CPD year do not have a CPD requirement for that calendar year.

### 6.2 RACP Trainees

Active participation in an RACP accredited training program satisfies the CPD requirements. RACP manages reporting and compliance requirements on behalf of Trainees.

### 6.3 Interrupted trainees who nominate the RACP as their CPD Home

RACP Trainees whose approved interruption of training is six months or more and who are registered with the MBA and MCNZ must nominate a CPD Home to maintain registration, including where they do not meet exemption criteria or are practising as medical practitioners outside the RACP training program during the interruption. Interrupted trainees may nominate RACP as their CPD Home. Participation is subject to payment of the applicable [subscription fee](#).

## 6.4 CPD Users

Medical Practitioners who are not RACP Fellows or trainees, but who are practicing in Australia or Aotearoa New Zealand within an RACP specialty may elect to join the RACP CPD Program. Applications are assessed by the CPD team to ensure the RACP CPD Program is appropriate for the scope of practice and regulatory requirements. Application to join the CPD Program and payment of the subscription fee is required.

## 6.5 Specialist International Medical Graduates (SIMGs) & Short-Term Training (IMGs)

SIMGs/Overseas Trained Physicians (OTP) actively participating in a period of supervised practice are enrolled in the RACP CPD Program subject to payment of workplace assessment fee. CPD requirements depend on the date training commenced and stage of supervised practice. SIMGs undertaking top up training will have their CPD requirements satisfied through active participation in the training program. SIMGs participating in peer review as practicing consultants must meet the full RACP CPD Program requirement.

SIMGs who have been assessed but have **not** started their RACP OTP supervised practice requirements **and** are practicing are required to join the RACP CPD Program. Participation is subject to payment of a [subscription fee](#).

IMGs / SIMGs on the Short-Term Training pathway can choose an AMC-accredited CPD home that is suitable for the scope of practice. This can be either the RACP CPD Program or a non-college CPD home. You must inform us if you have chosen a non-RACP CPD provider. Further information can be found on the Medical Board [website](#).

## 6.6 Retired Fellows

Fellows who have retired from medical practice and have non-practising registration are not required, but may elect, to participate in RACP's CPD Program.

## 6.7 RACP members living / practicing overseas

Members residing and/or practising overseas who are registered with MBA/ MCNZ, must meet the CPD registration standard/recertification requirements to retain their specialist registration. MBA and MCNZ have not accredited any overseas CPD Homes. Fellows must elect to participate in an Australian/Aotearoa New Zealand based CPD Home appropriate to their scope of practice.

Educational activities conducted overseas can be entered into MyCPD to demonstrate compliance with minimum requirements, including program-level requirements. Fellows may be audited in the annual CPD audit process.

## 7. DUAL FELLOWS

Medical practitioners who hold FRACP and an additional Fellowship within an RACP specialty or with another specialist medical college are referred to this policy as Dual Fellows.

The MBA and MCNZ require medical practitioners registered in more than specialty or vocational scope to meet the CPD requirements applicable to each registration in order to maintain specialist registration.

Dual Fellows are responsible for:

- ensuring their selected CPD Program(s) meet each specialty registration
- undertaking CPD activities relevant to each scope of practice

- notifying the RACP if another CPD home is selected.

Where specialities or scope of practice differ significantly, practitioners may need to join both CPD Homes to fulfil the CPD requirements of each specialty.

### 7.1 Australia

Dual Fellows must select a CPD home that best aligns with their scope or scopes of practice. Where there is substantial overlap between specialties, CPD activities undertaken within a single CPD Program may satisfy requirements for more than one specialty, subject to regulatory standards and recognition arrangements between CPD homes.

Where specialties differ significantly, Dual Fellows may be required to enrol in more than one CPD Program or complete additional CPD activities to meet all applicable requirements.

### 7.2 Aotearoa New Zealand

Medical practitioners registered in two or more vocational scopes must participate in all required approved recertification programmes, in accordance with MCNZ requirements. Recertification providers may recognise relevant CPD activities across programmes where appropriate.

### 7.3 Recognition of Alternative CPD Programs

RACP understands that every Fellow's circumstances are different and therefore determination of the appropriate amount of CPD and overlap of CPD for each specialisation is individual. Fellows must consider their roles and scope of practice in each specialty area and choose CPD content accordingly. They should also be familiar with any [specialist high-level requirements](#) set by the respective specialist medical college.

The RACP may recognise alternative CPD Home or Programs where the scope of practice and CPD standards are comparable with the RACP CPD Program. This means that CPD Programs completed by RACP Fellows may meet RACP CPD requirements and therefore be considered 'compliant' for CPD registration standard purposes. The alternative CPD Home must be accredited with MBA or MCNZ. Currently the RACP recognises the following CPD Home:

- Royal College of Pathologists Australasia<sup>1</sup>

CPD activities recorded in the chosen CPD Home must reflect each relevant specialty or scope of practice. The RACP does not track or report compliance for CPD participants whose CPD Home is not the RACP, or for Specialist High-Level Requirements (SHLR) completed for non RACP specialties. Participants may therefore need to enrol in an alternative CPD Home to ensure they meet the requirements for their full scope of practice.

Dual or joint Fellows are responsible for selecting the most appropriate to their scope of practice and, where relevant, confirming that the program is recognised by the RACP and the alternate provider. Where the RACP Program is not their chosen CPD Home, Fellows must notify the RACP of the CPD Home program they are participating in and provide a certificate of participation/completion at the end of the each CPD year.

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<sup>1</sup> MCNZ require physicians who hold specialist registration in internal medicine and pathology to enrol in, and complete, both RACP and RCPA programs. This applies regardless of whether or not the Fellow is working in haematology.

Fellows may seek guidance from the RACP regarding the recognition of alternative CPD Programs.

## **8. RACP MANDATORY REPORTING REQUIREMENTS**

The RACP, as an accredited CPD Home, is required by regulatory bodies in Australia and Aotearoa New Zealand to monitor CPD participation, determine compliance or non-compliance with program requirements, conduct annual audits of CPD participants and report CPD outcomes.

### **8.1 Australia**

The RACP reports CPD compliance, non-compliance, exemptions and withdrawals to Ahpra within 6 months of the end of the CPD year (July). CPD Participants who do not complete their CPD requirements are subject to regulatory reporting. The MBA may impose conditions on registration or refuse registration where participants are non-compliant with minimum CPD requirements.

### **8.2 Aotearoa New Zealand**

The RACP provides quarterly reports to the MCNZ on CPD participation.

The RACP reports annual recertification compliance outcomes, including compliance and non-compliance, to MCNZ in April each year.

The RACP also notifies the MCNZ when a CPD participant fails to re-engage and satisfy program requirements, withdraws from the RACP CPD Program or is granted an exemption from CPD as these circumstances arise.

The MCNZ may impose conditions or refuse recertification where participants are non-compliant.

## **9. ROLES AND RESPONSIBILITIES**

### **9.1 RACP responsibilities**

The RACP will:

- deliver and administer a CPD Program that meets accreditation standards
- support the ongoing professional development of all CPD participants in its CPD Program
- help CPD participants plan, manage and fulfill their annual CPD obligations and enables professional learning
- enable participants to fulfil their individual responsibility to meet the requirements for CPD participation set by the regulators in Australia and Aotearoa New Zealand
- ensure the program is designed and overseen by representative RACP Fellows
- administer the program efficiently, effectively, and fairly.

In administering the CPD Program, the RACP will:

- publish the RACP CPD Framework, supporting guidance on the RACP website and the MyCPD Handbook ensuring that these documents are readily available to CPD participants
- provide timely notices of requirements, such as deadlines
- offer guidance and advice to ensure participants' satisfactory participation and compliance with regulatory requirements
- assess applications to join the RACP MyCPD Home and requests for exemptions from CPD requirements in a transparent, fair, and consistent manner
- contact unsuccessful applicants to explain the decision
- conduct annual audits of CPD participants for the purpose of quality assurance and improvement. Audit eligibility is defined as medical practitioners who have a CPD

requirement. RACP audits 5% of eligible CPD Participants in Australia and Aotearoa New Zealand (respectively) annually, selected at random

- retain participant CPD records in the system for up to 10 years.
- offer guidance and assistance to CPD participants, employers and regulatory authorities seeking further training and remediation support
- demonstrate continuous improvement of its CPD Program and supporting guidance to meet changing needs and respond to feedback by regulators and participants
- communicate upcoming regulatory changes to CPD participants as the RACP becomes aware of them and prepares to implement them
- continue to develop resources and activities to assist CPD participants in completing requirements set by the regulators in Australia and Aotearoa New Zealand
- report CPD participation and compliance to the regulators as required by law.

## **9.2 CPD Participant responsibilities**

CPD Participants must:

- meet the CPD Program requirements of an accredited CPD Home, a regulatory requirement for all medical practitioners practicing or holding practising registration in Australia and/or participate in and satisfy all requirements of a recertification programme provided by an accredited medical college or other accredited organisation if registered in a vocational scope of practice in Aotearoa New Zealand
- understand the regulatory CPD requirements in the jurisdiction in which they practice and must accept personal responsibility for compliance
- familiarise themselves with the RACP CPD Framework and guidance, which are available on the RACP website and MyCPD Handbook
- ensure any information or files provided do not contain identifiable patient details or other sensitive information, and that all information or files comply with relevant privacy guidelines
- seek exemptions from CPD requirements only where eligible, such as participating in an alternative program that meets regulatory requirements, non-practising status or qualifying exceptional circumstance. CPD participants should be aware that regulatory authorities may have some exclusions to granting exemptions
- notify the RACP of any changes to their contact and registration details to ensure they remain updated on the correct notifications about CPD requirements
- be aware of potential conflicts of interest or undue influence when completing CPD activities
- if selected for audit, provide acceptable evidence of activity that is sufficient to meet the minimum annual requirements by the deadline
- retain records of their CPD activity, including evidence, for 3 years in line with regulatory requirements.

## **10. COMPLIANCE**

The RACP considers a CPD Participant compliant if they meet the RACP CPD Program requirements by the advertised deadline.

A CPD Participant is deemed non-compliant if they do not record the minimum requirements for a CPD year within the recording period (31 March the following CPD year) and/or do not satisfy their audit requirements by the due date.

CPD participants who are determined to be non-compliant will be managed in accordance with applicable regulatory standards.

The RACP will provide an annual Certificate of Completion to all CPD participants who are

considered compliant by the advertised deadline unless selected for audit.

## **11. FURTHER TRAINING AND REMEDIATION SUPPORT**

Where requested by a CPD participant, employer or regulatory authority, the RACP may provide guidance regarding CPD activities to support remediation, recency of practice requirements or changes in scope of practice. This can include:

- Targeted clinical upskilling to enhance technical skills and knowledge, such as training courses and workshops
- Supported clinical practice, including peer review, mentorship and supervision
- Education related to ethical behaviour or professional conduct
- Training and/ or mentoring to strengthen decision making, teamwork, leadership and supervisory skills
- Other aspects as identified by either the CPD Review Panel or regulatory authority.

All requests are managed on a case-by-case basis in line with the *RACP Re-Entry into Practice and Remediation Support Guideline*. Requests should be made in writing directly by email to [MyCPD@racp.edu.au](mailto:MyCPD@racp.edu.au), or; [MyCPD@racp.org.nz](mailto:MyCPD@racp.org.nz) or by contacting the Member Support Team on 1300 697 227 (AU) /0508 697 227 (ANZ);

## **12. EXCEPTIONAL CIRCUMSTANCES**

The RACP acknowledges that exceptional circumstances may prevent a participant from meeting CPD requirements. Exemptions or variations may be granted for continuous absence from practice of at least six months and up to and including twelve months, including parental leave, carer leave or cultural responsibilities in accordance with Australian and Aotearoa New Zealand regulatory requirements. Requests are assessed according to the *RACP CPD Exemption and Variation Policy* and *CPD Exemption and Variation Procedure*.

Back-to-back exemptions over multiple years are not granted. A new application must be submitted for each CPD cycle. CPD participants who are absent from practice for more than 12 months, should contact Ahpra and MCNZ to confirm registration options, recency of practice and CPD requirement. The RACP reports exemptions and their reasons to regulatory bodies.

## **13. COMPLAINTS AND FEEDBACK**

Complaints relating to the handling of CPD Audit will be managed in accordance with RACP [Complaint Management Policy](#). We are committed to providing a complaints management process that is fair, transparent and resolving complaints in a timely manner.

## **14. REVIEW OF POLICY**

This policy will be monitored and evaluated by the CPD Team. This policy will be reviewed every three years or sooner if legislative changes or other amendments require. CPD Participants may provide feedback about this document by emailing [myCPD@racp.edu.au](mailto:myCPD@racp.edu.au).

## 15. DEFINITIONS

Term	“Means
“Appropriate jurisdiction”	Relates to the scope of practice or field of medicine which is represented by the RACP, including any of the <a href="#">33 different specialties</a> across Australia and Aotearoa New Zealand
“Board”	the Board of Directors of the College.
“College”	The Royal Australasian College of Physicians, ACN 000 039 047, an incorporated body limited by guarantee.
“Fellow”, “Trainee”, and “Member”	Have the same meaning as in the College Constitution
“CPD”	Continuing professional development
“CPD Participant”	All CPD participants of the RACP CPD Program including Fellows, trainees, CPD users, CPD interrupted trainees, eligible OTPs
“CPD User”	A CPD Participant in the RACP CPD Program who does not hold Fellowship, is not enrolled in an RACP training program and is not undertaking OTP assessment
“CPD Interrupted trainee”	A trainee of the College who interrupts their training for more than 6 months, does not meet the MBA exemption criteria and nominates the RACP as their CPD Home (for a nominal fee) in order to meet the requirements
“OTP”	Overseas trained physician or paediatrician under assessment via the specialist pathway in Australia.
“Practice”	Any role, whether remunerated or not, in which the individual uses their skills and knowledge as a health practitioner in their profession. For the purposes of this policy, practice is not restricted to the provision of direct clinical care. It also includes management, administration, education, research, advisory, regulatory or policy development roles.
STT	Short term trainee is an international medical graduate (IMG) who is qualified specialist or specialist in training outside of Australia, on a training program of up to 24 months duration in a specialty area in Australia. STT is not accredited by RACP and does not lead to Fellowship.
“CPD Home”	As defined by the MBA: <i>“An organisation that is accredited by the Australian Medical Council to provide a CPD Program(s) for medical practitioners. This organisation may be an education provider, another organisation with primary educational purpose, or an organisation with a primary purpose other than education.”</i>

## 16. ASSOCIATED DOCUMENTS AND REFERENCES

- RACP CPD Recognition and Assessment Framework
- [MyCPD Handbook – Exemptions / Withdrawal \(including retirement\)](#)
- RACP CPD Audit Policy
- RACP Application to Join the CPD Home Form
- Medical Board of Australia (MBA): [Registration standard: Continuing professional development](#)
- MBA: [Medical Board of Australia - Recency of practice](#)
- Te Kaunihera Rata o Aotearoa/ Medical Council of New Zealand (MCNZ): [Policy on recertification](#)
- MCNZ: [Recertification for doctors practising in a vocational scope of practice](#)
- [Recertification and professional development | Medical Council](#)

## 17. VERSION HISTORY

Version	Date effective	Approved by	Amendments
V1	November 2009	CEC	New policy
V2	February 2011	CEC	Limited revision Section 3.1.2 changed to “An alternative CPD Program accredited by the AMC, MCNZ or equivalent international regulatory authority and approved by RACP”
V3	November 2011	CEC	Limited revision Removal of: 1) ‘Mandatory’ in policy name 2) Suspension/removal of Fellowship due to non-compliance with the CPD Participation Policy 3) RACP reporting requirements to regulatory authorities due to noncompliance with the CPD Participation Policy
V4	March 2012	College Board	Limited revision 1) Amendment made to include an exceptional circumstances clause for alternative methods of CPD submission (added 3.1.1.3 and 3.1.1.2) 2) Entire document reformatted into new template
V5	February 2016	CEC	Limited revision 1) Entire document reformatted into new template 2) Procedural detail removed
V6	October 2019	CEC	Limited revision 1) Confirmation of trainees’ and overseas trained physicians’ access to participate in CPD 2) Minor changes to wording 3) Entire document reformatted into new template
V7	August 2022	CEC	Limited revision 1) Updated to align with new regulatory requirements 2) Entire document reformatted into new template

			3) Approved by CPD Committee
V8	January 2024	CEC	<p>Limited Revisions</p> <ol style="list-style-type: none"> <li>1) Updated to align with CPD Homes accreditation requirements</li> <li>2) Minor wording changes</li> <li>3) Approved by CPD Committee</li> </ol>
V9	March 2025	CEC	<ol style="list-style-type: none"> <li>1) Entire document reformatted into new template as per RACP Policy Framework</li> <li>2) Updated reporting to align with new regulatory requirements</li> <li>3) Updated Naming Conventions in line with Brand and Sub-Brands</li> <li>4) Updated CPD Participants as collective name and list of participants (3.3)</li> <li>5) Added info/conditions on choosing the RACP CPD Home re: RACP disciplines &amp; SHLR</li> <li>6) Added participant responsibility re: identifiable patient details (3.16)</li> <li>7) Amended reference to data retention policy doc</li> <li>8) Added definitions for CPD Participant, User, Interrupted Trainee</li> <li>9) Minor wording changes</li> <li>10) Approved by CPD Committee</li> </ol>
V10	March 2026	CEC	<p>Significant revisions</p> <ol style="list-style-type: none"> <li>1) Entire document reformatted to align with regulatory requirements and for ease of navigation and readability</li> <li>2) Updated list of CPD participants</li> <li>3) Added dual Fellow obligations</li> <li>4) Added guidance for physicians living overseas, retired fellows and new fellows</li> <li>5) Added CPD Home selection and application process including appropriateness for non-Fellows</li> <li>6) Added mandatory AMC and MCNZ reporting requirements</li> <li>7) Added fair process for assessing applications to join the home and requesting grants, provision of support for remediation and RACP responsibilities</li> </ol>

			<ul style="list-style-type: none"> <li>8) Added mandatory record keeping and updated exemption criteria to CPD participant responsibilities</li> <li>9) Updated program compliance information</li> <li>10) Added further training and remediation support information</li> <li>11) Expanded exceptional circumstances information and link to CPD exemption and variation policy</li> </ul>
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