**Continuing Professional Development Guidance**

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| **Professional Development** | Conference, seminars, workshops, webinars or forums. Must be verified by the company you work for by having your manager/supervisor sign your CPD Log. Must be relevant to your certification(s).  **Maximum 16 hours allowed per year.** |
| **Employment** | Must be verified by obtaining a letter from your employer on company letterhead from a manager/supervisor who can verify your job title, duties, employment status and time with the company. Employment must be relevant to your certification(s). If you are self-employed please provide evidence (business card, license, registration certification, ABN/TAX ID number, client listing, client letters etc.)  Allowing 16 hours per year for full-time or contract employment and 8 hours per year for part-time employment. **Maximum of 16 hours allowed per year for full-time employment/8 hours per year for part-time employment.** |
| **Instructor Courses: Teaching or Leading Courses** | All courses must clearly apply to the certification/s you hold. Must be verified by either having your employer sign your CPD log or submitting attendance list with your details as the instructor. **Maximum 16 hours allowed per year.** |
| **Student Courses Completed** | All courses must relate to the certification/s you hold. Must be verified by submitting a certificate of attendance from the training provider. **Maximum 16 hours allowed per year.** |
| **Publishing** | Published articles, media reviews and/or papers based on the current industry you are certified in.  **Maximum 8 hours allowed per year.** |
| **Exemplar Global Exam Development** | Participation in the exam development cycle for established Exemplar Global personnel certification schemes. The emailed letter from the Exemplar Global project representative detailing the number of CPD hours. The submitted letter must be addressed to you and is validated against internal participation logs. **Maximum 8 hours allowed per year.** |
| **Auditing Experience** | By meeting the recertification requirements for your grade. **Maximum 16 hours allowed per year.** |

Customer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Customer Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Professional Development = Maximum 16 hours** (verified by the company you work for by having your manager/supervisor sign your CPD Log)

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| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
| Date Completed  (dd/mm/yyyy) | Duration in Hours | Providing Organization details:   * Company name * Company Address * Contact Name * Contact Phone Number | Describe Subjects Covered | Sponsor Verification (See the Guidance page for verification) |
| 17th Feb 2023 |  | Corporate Governance Institute | Diploma in Environmental, Social & Governance | Certificate Attached |
| 5th May 2023 | 2hrs | ACC | RCMS: 2023/RC14001:2023 Technical Specification Awareness | Certificate Attached |

**Employment = Maximum 16 hours** (a letter from your employer on company letterhead from a manager/supervisor who can verify your job title, duties, employment status and time with the company, if you are self-employed please provide evidence (business card, license, registration certification, ABN/TAX ID number, client listing, client letters etc.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 |
| Date Employed  (dd/mm/yyyy) | Employer Details:   * Company name * Company Address * Contact Name * Contact Phone Number | Job Title | Job Description | Sponsor Verification (See the Guidance page for verification) | Number of Hours Obtained |
|  |  |  |  |  |  |

Customer Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Customer Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructor Courses: Teaching or Leading Courses = Maximum 16 hours** (Must be verified by either having your employer sign your CPD log or submitting attendance list with your details as the instructor)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
| Date Completed  (dd/mm/yyyy) | Number of Hours Obtained | Educational Institute:   * Company name * Company Address * Contact Name * Contact Phone Number | Course Name Delivered | Sponsor Verification (See the Guidance page for verification) |
|  |  |  |  |  |

**Student Courses Completed = Maximum 16 Hours** (Must be verified by submitting a certificate of attendance from the training provider.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
| Date Completed  (dd/mm/yyyy) | Number of Hours Obtained | Educational Institute:   * Company name * Company Address * Contact Name * Contact Phone Number | Course Name | Sponsor Verification (See the Guidance page for verification) |
|  |  |  |  |  |

Customer Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Customer Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Publishing = Maximum 8 hours** (Must be verified by presenting the published articles, media reviews and/or papers based on the industry you are certified in.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
| Date Completed  (dd/mm/yyyy) | Number of Hours Obtained | Type of Article | Title of Article | Sponsor Verification (See the Guidance page for verification) |
|  |  |  |  |  |

**Exemplar Global Exam Development = Maximum 8 hours** (Must submit the emailed letter from the Exemplar Global project representative)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
| Date Completed  (dd/mm/yyyy) | Number of Hours Obtained | Type of Exam | Evidence Submitted | Sponsor Verification (See the Guidance page for verification) |
|  |  |  |  |  |

**Auditing Experience = Maximum 16**

By submitting your audit log and meeting the recertification requirements for your grade you will be granted 16 hours.

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**Total amount of hours calculated =**