**Declaration by Applicant:**

I, (insert name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_certify that I undertook the CPD activities as listed in the below table:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Board CPD Code**  EP XXXX or IPXXXX | | | | | | **CPD Title** | **Training Provider** | **Activity Date** | **Industry**  **Specific**  **(Y or N)** | **No. of Points** |
|  |  |  |  |  |  |  |  |  |  |  |
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I understand that the giving of false or misleading information is a serious offence under the *Criminal Code Act* 1924.

I also understand that I may be required under a random audit selection to provide the Board with further evidence of completion (such as certificates of attendance or other evidence from a training provider of completion).

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on (date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes:

The relevant period for undertaking CPD for the 2023-2024 licence year is from 1 July 2023 to 30 April 2024.

The *List of Approved CPD Activities* provides you with the information that you need to complete this CPD form. It includes the Board approved CPD Code which starts with the Prefix **EP** (External Training Provider) or **IP** (Internal Training Provider) and then 4 digits.

All Property Agents must undertake the CPD as articulated on their licence.

Usually there are requirements for a number of points that are industry specific CPD and to be delivered by an external training provider (identified as EP in the Board CPD Code). All CPD points can be external CPD or a mixture of internal and external.

The Activity Date included in the *List of Approved CPD Activities* may state ‘Ongoing’ as this means that an activity may be trained on multiple dates. If a training activity that you have undertaken has a listing date of ongoing in the activity date in this CPD form please insert the date that the activity was undertaken or completed which may involve a return of assignment/results provided.

If you have undertaken more CPD than can fit in the table, please submit an additional table.

Sample of completed form

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Board CPD Code**  **EP XXXX or IPXXXX** | | | | | | **CPD Title** | **Training Provider** | **Activity Date** | ***Industry***  ***Specific***  ***(Y or N)*** | **No. of Points** |
| *E* | *P* | *4* | *0* | *1* | *4* | *Maximise your Social Media Presence* | *IT Solutions for Professionals* | *26/09/2022* | *N* | *2* |
| *I* | *P* | *1* | *0* | *0* | *2* | *Marketing the Lifestyle Dream* | *Rhys West Real Estate* | *23/01/2023* | *Y* | *2* |
| *E* | *P* | *5* | *0* | *9* | *8* | *Property Contracts and updates to Consumer Law in Australia* | *Jamie Lee And Associates* | *12/03/2023* | *Y* | *4* |