

Declaration for CPD undertaken in 2024-2025 for licence renewal 2025-2026



Please submit this CPD form once you have completed the required points as indicated on your licence/renewal.

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

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 2024-2025 licence year is from 1 July 2024 to 30 April 2025.

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	<i>Maximise your Social Media Presence</i>	<i>IT Solutions for Professionals</i>	<i>26/09/2024</i>	<i>N</i>	<i>2</i>
I P 1 0 0 2	<i>Marketing the Lifestyle Dream</i>	<i>Rhys West Real Estate</i>	<i>23/01/2025</i>	<i>Y</i>	<i>2</i>
E P 5 0 9 8	<i>Property Contracts and updates to Consumer Law in Australia</i>	<i>Jamie Lee And Associates</i>	<i>12/03/2025</i>	<i>Y</i>	<i>4</i>