

WHAT IS THIS FORM FOR?

This form is used to record your continuing professional development (CPD) activities.

If you would like to record your CPD activities online, you can use the CPD Diary at cpaaustralia.com.au/cpddiary

YOUR REQUIREMENTS

Continuing professional development (CPD) ensures your knowledge remains relevant and current in today's competitive market. It is also integral to maintaining professional standards and is a fundamental part of your CPA Australia membership. CPD increases your knowledge, skills and your ability to do your job.

When you renew your membership each year, you declare to comply with the CPA constitution, By-Laws and CPD obligations.

For your CPD obligations, you need to demonstrate:

- a minimum of 20 hours of CPD activities per year
- a total of 120 hours for a three year time period (triennium)

If you would like to apply for a reduction of your CPD hours, you can email cpdreview@cpaaustralia.com.au with:

- a reason for your application, including dates if applicable
- documents that you feel will support your application

You can apply for a reduction only when you have been selected for a review.

WHERE TO SEND YOUR FORM

You can email, mail or fax your record.

Email: cpdreview@cpaaustralia.com.au

Postal address:

CPA Australia
Member Advisory and Information Services
GPO Box 2820
Melbourne VIC 3001
AUSTRALIA

Fax: 1300 78 76 73 (in Australia) or + 61 3 9606 9844 (outside Australia)

WHAT HAPPENS AFTER YOU PROVIDE YOUR ACTIVITIES RECORD?

Please allow up to 4 weeks for your activities record to be processed. We will contact you to let you know

- the outcome of the review
- if we need further information

(A) ABOUT YOU

YOUR PERSONAL DETAILS

CPA Australia ID /
Member number

Title

First name

Preferred name
(optional)

Last name

YOUR AGREEMENT

I attest that all the information provided in this record of continuing professional development activities is true and correct.

Your signature

Date

(B) ABOUT YOUR CPD ACTIVITIES

This section is about your CPD activities. Use these codes to complete your CPD activities record:

- A. Congresses, conventions or conferences
- B. Courses, seminars or workshops
- C. Discussion group meetings
- D. In-house training
- E. Tertiary (university) courses
- F. Appropriate developmental activities
- G. Researched or written technical publications
- H. Technical or research committees
- I. Self-study including self-paced learning packages, PD Online, CD-ROMs, video or audio packages
- J. Structured reading, video or audio. (A maximum of 10 hours per year can be claimed for reading)
- K. Mentoring
- L. CPA Australia Recognised Employer Program

RECORD OF CPD ACTIVITIES

	Start date of 3 year period			
	End date of 3 year period			
DATE	DESCRIPTION OR TITLE OF COURSE ACTIVITY	PROVIDER	CODE	HOURS

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) ACTIVITIES RECORD



DATE	DESCRIPTION OR TITLE OF COURSE ACTIVITY	PROVIDER	CODE	HOURS
TOTAL				