

Record of Continued Professional Development (CPD) Activities

Name: _____

Record of CPD activities for the COD year 1 April 20____ to 31 March 20____

Certification Level

ALL criteria must be met for selected level, PAHlc or SPAHlc

- | | |
|---|---|
| <input type="checkbox"/> PAHlc
Certified Professional Member | <input type="checkbox"/> ahi professional level membership
<input type="checkbox"/> 2 + years social housing experience
<input type="checkbox"/> 60 CPD points - evidence of activities required to be provided each CPD year |
| <input type="checkbox"/> SPAHlc
Certified Senior Professional Member | <input type="checkbox"/> ahi senior professional level membership
<input type="checkbox"/> 5+ years social housing experience
<input type="checkbox"/> Formal industry-related qualification (tertiary or vocational), OR Completion of our Executive Program, OR 3+ years' experience at executive level within housing industry
<input type="checkbox"/> 100 CPD points - evidence of activities required to be provided each CPD year |

CPD Log

Codes are available overleaf, please insert the relevant activity code.

Date	Description / Title of CPD Activity	Code	Provider	Points

Carry Over From Previous CPD Year

Only nationally recognised qualifications are carried over, valid for 2 yrs from completion.

Date	Description / Title of CPD Activity	Code	Provider	Points



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Codes	Type of Activity	CPD Points
C	Duties as an ahi committee or board member or industry-related professional association committee or board member	10 CPD points per meeting
D	Structured development or training activities, eg. training workshop or course, lecture, conference, webinar	10 CPD per session or half day 20 CPD per full day
S	Speaker, panellist, trainer or facilitator at an industry-related conference, workshop, webinar or seminar	40 CPD points
M	Participant in a formal mentoring program, mentee or mentor	10 CPD points per mentoring meeting
N	Attendance at an industry-networking event	10 CPD points
A	Author of an industry-related article or publication, or author of ahi award submission	20 CPD points per short article (<500 words) or Ahi award submission 40 CPD points per long article or research paper (>500 words) 60 CPD points per book
P	Member of industry-related professional association (other than ahi) or subscription to industry-related publications	20 CPD points per membership/ subscription
R	Relevant reading, video or audio resources to build industry knowledge	10 CPD points per hour, to a maximum of 3 hours per CPD year
Q	Nationally recognised Certificate or Diploma — NZQA or AQF or international equivalent	60 per full qualification 30 per statement of attainment (partial completion)
T	Tertiary qualification in related discipline (eg. Advanced Diploma, Degree or higher)	80 per full qualification

* Evidence of relevant CPD activity is required if the provider of the CPD is not AHI. Acceptable forms of evidence include proof of payment, certificate of attendance, conference ticket, confirmation email, etc

Please retain this for your records. A selection of certified professionals are audited each CPD year. Submit this form to admin@housinginstitute.com.au