

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

☐ PAHlc
Certified Professional Member

- ☐ ahi professional level membership
- ☐ 2 + years social housing experience
- ☐ 60 CPD point - recorded each CPD year

☐ SPAHlc
Certified Senior Professional Member

- ☐ ahi senior professional level membership
- ☐ 5+ years social housing experience
- ☐ Formal industry-related qualification (tertiary or vocational), OR Completion of our Executive Program, OR 3+ years' experience at executive level within housing industry
- ☐ 100 CPD points – recorded 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

Record of Continued Professional Development (CPD) Activities

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

Please retain this for your records. A selection of certified professionals are audited each CPD year.

Submit this form to admin@housinginstitute.com.au