**EXEMPTION FOR RECOGNITION OF ALTERNATIVE LEARNING**

**APPLICATION FOR EXEMPTION FROM**

**CONTINUING PROFESSIONAL DEVELOPMENT FOR 2024**

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| **This request can only be made during the calendar year for which this application relates** |

If a regulated person has completed:

* a module from the Diploma of Property Services (Agency Management) CPP50307 as a learning opportunity; or
* CPD in another state or territory of Australia where the applicant holds an equivalent licence in that state or territory,

they can apply for an exemption from completing elective CPD activities on a pro-rata basis.

The Commissioner may approve such an application for recognition where the activity meets the requirements of the CPD program. To enable the Commissioner to consider the application for exemption, the applicant will need to provide the Commissioner with sufficient information to assess whether the training is relevant to your licence or registration in Western Australia and apply one point per hour of equivalent CPD up to a maximum of 7 points.

The applicant must:

* complete this application form detailing the relevance of the training of the CPD program;
* submit evidence of attendance at the training activity;
* If you completed CPD for an equivalent interstate licence, you must submit a copy of the certificate along with details of the course eg. agenda topics subjects etc, how many hours the course was for and how many CPD points you earned;
* submit a schedule of the training which must include subject matter and times; and
* if relevant, evidence that any assessment was undertaken and passed.

The maximum number of elective points that may be credited for the training or study per year is seven.

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| ***Requestor Details – This request must be made from the licence or registration holder*** | | | |
| **NAME** |  | | |
| **ADDRESS** |  | | |
|  | | |
| **EMAIL ADDRESS** |  | | |
| **TELEPHONE NO.** |  | | |
| ***Licence or Registration Details*** | | | |
| **LICENCE/REGISTRATION NUMBER** | |  | |
| **CURRENT CPD STATUS** | | Number of mandatory CPD points already completed for 2024 |  |
| Number of elective CPD points already completed for 2024 |  |

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| ***Exemption request details*** | | |
| **TOTAL OR PARTIAL** | Partial exemption | Total exemption |
| **NUMBER OF POINTS YOU ARE REQUESTING AN EXEMPTION FOR** | Elective CPD points: |  |
| **FULL DETAILS OF REASON FOR APPLYING FOR AN EXEMPTION**  (You must include documentary evidence as set out above) | | |
|  | | |
| **REQUESTORS SIGNATURE** |  | |
| **DATE** |  | |

Your application and supporting evidence can be lodged:

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| By email to:  [cpd@demirs.wa.gov.au](mailto:cpd@demirs.wa.gov.au) | By mail to:  Department of Energy, Mines, Industry Regulation and Safety, Consumer Protection Division  CPD Team  Locked Bag 100  EAST PERTH WA 6892 | In person at:  Department of Energy, Mines, Industry Regulation and Safety, Consumer Protection Division  Level 2, Gordon Stephenson House  140 William Street  PERTH |