



COMPULSORY PROFESSIONAL DEVELOPMENT TRAINING LOG

Section 31(2a) of the *Settlement Agents Act 1981* states that the Board may refuse to renew a triennial certificate if a licensee has not met the prescribed educational requirements. Regulation 6 sets out these educational requirements. If you require further information about the educational requirements and the Compulsory Professional Development (CPD) program generally, please refer to the CPD section of the SASB website.

Instructions: Please complete the table below detailing the CPD activities completed for the preceding 3 calendar years. The CPD activities you list in the table below will be verified against a database of course attendees, as advised by each course training provider. Only Board approved activities may be entered.

The CPD program operates on an annual cycle based on the calendar year (the CPD cycle). In each CPD cycle, participants are to accumulate a total of **six points** of CPD activities. Of these six points, at least **four points** are to be earned from the core CPD activities and the remaining **two points** may be earned from elective CPD activities or other core activities.

PLEASE DO NOT ATTACH ANY CERTIFICATES OF ATTENDANCE - AUSTRALIA POST CANNOT ACCEPT THEM

Note: you are **not required** to undertake CPD activities in the year in which you are first granted your triennial certificate.

Example: *An agent triennial certificate renewal falling due between 1 January 2010 and 31 December 2010 will require an agent to have undertaken CPD activities worth 6 points (4 core and 2 elective) during 2009. A triennial certificate renewal falling due between 1 January 2011 and 31 December 2011 will require an agent to have undertaken CPD activities worth 6 points during 2009, and 6 points during 2010. A renewal falling due between 1 January 2012 and 31 December 2012 will require an agent to have undertaken CPD activities worth 6 points in each of the years 2009, 2010 and 2011.*

Date activity was completed	Name or description of activity	Training provider	Course approval number	No. CPD points