



## CPD - Continuing Professional Development Guidance

<b>Professional Development</b>	Conference, seminars, workshops, webinars or forums. Must be verified by the company you work for by having your manager/supervisor sign your CPD Log. Must be relevant to your certification/s. <b>Maximum 60 hours allowed.</b>
<b>Employment</b>	Must be verified by obtaining a letter from your employer on company letterhead from a manager/supervisor who can verify your job title, duties, employment status and time with the company. Employment must be relevant to your certification/s. If you are self-employed please provide evidence (business card, license, registration certification, ABN/TAX ID number, client listing, client letters etc.) Allowing 20 hours per year for full-time or contract employment and 15 hours per year for part-time employment. <b>Maximum of 60 hours allowed.</b>
<b>Instructor Courses: Teaching or Leading Courses</b>	All courses must clearly apply to the certification/s you hold. Must be verified by either having your employer sign your CPD log or submitting attendance list with your details as the instructor. <b>Maximum 40 hours allowed.</b>
<b>Student Courses Completed</b>	All courses must relate to the certification/s you hold. Must be verified by submitting a certificate of attendance from the training provider. <b>Maximum 50 hours allowed.</b>
<b>Certification</b>	Certifications awarded by technical or professional societies. Must be verified by submitting a copy of your certificate or card from the technical or professional society. Allowing 10 hours per additional certification with a <b>Maximum of 20 hours allowed.</b> <i>Initial certification only. Must have been granted during the Exemplar Global four-year recertification period.</i>
<b>Publishing</b>	Published articles, media reviews and/or papers based on the current industry you are certified in. <b>Maximum 10 hours allowed.</b>
<b>Exemplar Global Exam Development</b>	Participation in the exam development cycle for established Exemplar Global personnel certification schemes. The emailed letter from the Exemplar Global project representative detailing the number of CPD hours. The submitted letter must be addressed to you and is validated against internal participation logs.
<b>Auditing Experience</b>	By meeting the recertification requirements for your grade. <b>Maximum 10 hours allowed per year.</b> <i>(Associate Auditors may have their auditing experience recognized for the physical time they have spent auditing totaling no more than 10 hours within a four year period.)</i>

**A total of 120 hours of Continuing Professional Development (CPD) over a four-year period is required for recertification.**

**ISO-50001 certified persons are required to provide evidence of 45 hours of CPD in the areas of management systems, auditing and/or energy. A minimum of 10 hours in each of the three areas and 15 hours in any area of your choice.**



Customer Name: \_\_\_\_\_

Customer Number: \_\_\_\_\_

**Professional Development = Maximum 60 hours** (verified by the company you work for by having your manager/supervisor sign your CPD Log)

1	2	3	4	5
Date Completed dd/mm/yyyy	Duration in Hours	Providing Organization details: <ul style="list-style-type: none"> <li>• Company name</li> <li>• Company Address</li> <li>• Contact Name</li> <li>• Contact Phone Number</li> </ul>	Describe Subjects Covered	Sponsor Verification (See the Guidance page for verification)

**Employment = Maximum 60 hours** (a letter from your employer on company letterhead from a manager/supervisor who can verify your job title, duties, employment status and time with the company, if you are self-employed please provide evidence (business card, license, registration certification, ABN/TAX ID number, client listing, client letters etc.)

1	2	3	4	5	6
Date Employed dd/mm/yyyy	Employer Details: <ul style="list-style-type: none"> <li>• Company name</li> <li>• Company Address</li> <li>• Contact Name</li> <li>• Contact Phone Number</li> </ul>	Job Title	Job Description	Sponsor Verification (See the Guidance page for verification)	Number of hours obtained



Customer Name: \_\_\_\_\_

Customer Number: \_\_\_\_\_

**Instructor Courses: Teaching or Leading Courses = Maximum 40 hours** (Must be verified by either having your employer sign your CPD log or submitting attendance list with your details as the instructor)

1	2	3	4	5
Date Completed dd/mm/yyyy	Number of hours obtained	Educational Institute: <ul style="list-style-type: none"> <li>• Company name</li> <li>• Company Address</li> <li>• Contact Name</li> <li>• Contact Phone Number</li> </ul>	Course Name Delivered	Sponsor Verification (See the Guidance page for verification)

**Student Courses Completed = Maximum 50 Hours** (Must be verified by submitting a certificate of attendance from the training provider.)

1	2	3	4	5
Date Completed dd/mm/yyyy	Number of hours obtained	Educational Institute: <ul style="list-style-type: none"> <li>• Company name</li> <li>• Company Address</li> <li>• Contact Name</li> <li>• Contact Phone Number</li> </ul>	Course Name	Sponsor Verification (See the Guidance page for verification)



Customer Name: \_\_\_\_\_

Customer Number: \_\_\_\_\_

**Certification = 10 hours per Certification (Maximum 20 Hours)** (Must be verified by submitting a copy of your certificate or card from the technical or professional society.)

1	2	3	4	5
Date Completed dd/mm/yyyy	Number of hours obtained	Certification Body <ul style="list-style-type: none"> <li>• Company name</li> <li>• Company Address</li> <li>• Contact Name</li> <li>• Contact Phone Number</li> </ul>	Certification Completed	Sponsor Verification (See the Guidance page for verification)

**Publishing = Maximum 10 hours** (Must be verified by presenting the published articles, media reviews and/or papers based on the current industry you are certified in.)

1	2	3	4	5
Date Completed dd/mm/yyyy	Number of hours obtained	Type of Article	Title of Article	Sponsor Verification (See the Guidance page for verification)



**UAPCU = As per Letter** (Must submit the emailed letter from the UAPCU representative detailing the number of CPD hours)

1	2	3	4	5
Date Completed dd/mm/yyyy	Number of hours obtained	Type of Exam	Evidence Submitted	Sponsor Verification (See the Guidance page for verification)

**Auditing Experience = Maximum 40 hours for Auditor grades and higher and maximum 10 hours for Associate Auditors**

By submitting your audit log and meeting the recertification requirements for your grade you will be granted 10 hours.

**Total amount of hours calculated =**

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