

Application for External CPD Points



This form has been provided for individuals and organisers of professional development activities to benefit REIV members. A member can submit an application to the REIV CPD & Specialist Course Officer which must be received either up to 6 months prior to the training commencing or up to 6 months after the non-REIV training was completed so the REIV Learning and Development Department can approve the CPD and allocate points where applicable. If you are applying for approval of multiple activities, a form must be completed for each one.

Please complete the fields below and return by email to cpd@reiv.com.au, post to the REIV CPD Officer, 335 Camberwell Road, Camberwell 3124 or by fax to (03) 9205 6699.

This form is a **SUMMARY SHEET ONLY**; supporting documentation **MUST** be attached in order to proceed with your application.

Activity Date ____ / ____ / ____

Company/Organisation _____

Address _____

Suburb _____

Postcode _____

Phone _____

Key Speaker _____

Applicant Name _____

Applicant Email _____

Topic/Course	Duration of Delivery (hours) <i>Do not include lunch or tea breaks</i>

Learning Outcomes – what main areas relating to real estate or CPD will be covered?
(If there is insufficient room, please provide an attachment with this information)

-
-
-
-
-
-
-
-
-
-

As a condition for recognition of REIV CPD points, evidence of attendance must be provided to REIV members, for the purposes of an annual audit.*

Date ____ / ____ / ____

By signing on the above line I acknowledge and adhere to the above the statement.

**Certificate of Attendance/Statement of Attainment/paid receipt/referral letter from training provider. Evidence should indicate the date training took place and duration*

Supporting documentation checklist – the items below must be attached to proceed with the application.

- Session plans by the trainer/facilitator
- Course outline and learning elements
- Course material/handouts/power point presentation slides

The REIV reserves the sole right to determine whether any course or program, not undertaken at the REIV, meets the criteria. The REIV determination shall be final. Where the CPD points have been allocated to a course or program, if the structure, content or time frame changes the CPD & Specialist Courses Officer must be advised in writing and CPD points applications resubmitted.

OFFICE USE ONLY	
Received ____ / ____ / ____	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No
CPD Points _____	Approved by _____ Date ____ / ____ / ____