



*Please update and retain this record sheet.
 A copy of the completed sheet should be forwarded to:
 The Administrative Officer
 AICLA
 GPO Box 1705
 Brisbane Qld 4001
 Fax +61 7 3221 7267
 by 31 July 2010*

CONTINUING PROFESSIONAL DEVELOPMENT RECORD SHEET

1 July 2009 – 30 June 2010

Name of Member: _____

Company: _____

Address: _____

Postcode: _____

Date	Activity No.	Description of Activity	Venue	* Loading if applicable	Total Points
See over page for qualifying activities					TOTAL

* Loading - see activity No. 1 over page

IMPORTANT - Associates and Fellows wishing to use the designation "Chartered Loss Adjuster" must meet the requirements of CPD. For other members elevation to a higher class of membership requires satisfaction of CPD. Further information is available at the Institute's website www.aicla.org

MEMBER'S SIGNATURE: _____

DATE: ____/____/____



AUSTRALASIAN INSTITUTE OF CHARTERED LOSS ADJUSTERS

CONTINUING PROFESSIONAL DEVELOPMENT

All practising members of the Institute are expected to comply with the requirements of continuing professional development as prescribed by the Board. The Institute recognises the need for members to develop knowledge and competence and to be well placed to add value to the claims-handling process. As a self-regulated profession we must demonstrate to the insurance community in general, and our principals in particular, a commitment to keep abreast of current developments. These are the reasons part of our ongoing qualification of members is the need for continuing professional development.

Continuing education means keeping up with changes at every available opportunity. To demonstrate compliance with continuing professional development, members must undertake an appropriate continuing education program.

Members are required to accumulate thirty (30) points over the year from 1 July to 30 June. One point equals one hour of qualifying professional activities.

The accumulation of points is on a self-assessment basis, which is subject to random audits by the Administrative Officer.

CPD QUALIFYING ACTIVITIES

Activity	Description	Points: 1 point per hour of activity
1.	Attending Professional Sessions of: a) Australasian Institute of Chartered Loss Adjusters b) Any recognised insurance industry organisation Loading: Attendance necessitating travel in excess of 200kms return receives a loading of 50 percent.	Max 16/event
2.	Passing examination subjects: a) Australian and New Zealand Institute of Insurance and Finance b) Equivalent passes in insurance institutes elsewhere c) Relevant tertiary examination subjects	20/module
3.	AICLA Professional Development courses are available on the website.	Max 20 p.a.
4.	Structured and documented company/in-house training	Max 20 p.a.
5.	Preparation and or submission of paper on a relevant subject to a group	Max 10 p.a.
6.	Delivering a loss adjusting paper to a seminar/conference	Max 10 p.a.
7.	Preparing a published Industry Related Article	Max 10 p.a.
8.	Reading industry relevant technical papers and publications	Max 12 p.a.
9.	Viewing or listening to relevant audio tapes, videos or computer-based training programs (excluding AICLA CPD Online in 3 above)	Max 10 p.a.
10.	Writing, Reviewing, Setting and or marking Diploma in Financial Services (Loss Adjusting) assignments and examination papers	Max 15 p.a.