

# Application for External CPD Points



## Pre-approved RET Conference 2018

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](mailto:cpd@reiv.com.au), post to the REIV CPD Officer, 335 Camberwell Road, Camberwell 3124 or by fax to (03) 9205 6699.

**Purpose** – The RET 2018 Conference tour theme is Refresh.Renew.Refocus and we want our delegates to *Refresh* their skills to be known and seen as the industry expert across Property Management and Business Development. To *Renew* their mind in order to start achieving success and stop drowning in the detail and *Refocus* on their goals.

Activity Date – \_\_\_\_\_

Applicant Company/Organisation: \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_

Postcode \_\_\_\_\_

Phone \_\_\_\_\_

Key Speaker Various (See attached ) \_\_\_\_\_

Applicant Name \_\_\_\_\_

Applicant member ID \_\_\_\_\_

Applicant Email \_\_\_\_\_

| Topic/Course   | Duration of Delivery (hours)<br><i>Do not include lunch or tea breaks</i> |
|--|---|
| RET- 2018 Property Management Conference   | 8 hours   |
| <b>Learning Outcomes – what main areas relating to real estate or CPD will be covered?</b><br><i>(If there is insufficient room, please provide an attachment with this information)</i> |   |
| Attached is the session plan for this conference-  |   |
|  |   |
|  |   |
|  |   |

*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*

*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 Coordinator must be advised in writing and CPD points applications resubmitted.*

### OFFICE USE ONLY

Received \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Approved **Yes**

CPD Points **8**

Approved by **Sarah-Jane Scott**

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_