### CONTINUING PROFESSIONAL DEVELOPMENT RECORD

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| --- | --- | --- | --- |
| Name: |  | For Year Ended: | **30 June 20\_\_\_** |
| Agency: |  | Credential/s(state if Certified or Registered): |  |
|  |  | Email: |

**NOTE: for Registered credentials, CPD requirement is 10 hours per year. For Certified credentials, CPD requirement is 20 hours per year.
At least 50% of CPD hours must be practical activity in the role (incident or exercise). The CPD year runs from 1 July to 30 June.**

**For multiple credentials, for each credential you must have performed the required (5 or 10 hours) practical activity but you can count the same theory activity against CPD requirements for all roles.**

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| **DATE** | **DETAILS OF ACTIVITY UNDERTAKEN AND PROVIDER/LOCATIONOF THE ACTIVITY**  | **NUMBER OF HOURS** | **ADDITIONAL COMMENTS / FEEDBACK\*** |
| **4 -5 Sep 2018** | **[EXAMPLE] I attended the AFAC conference and went to presentations totalling 6 hours over the two days** | **6** |  |
| **12 Dec 2018** | **[EXAMPLE] I worked a 12-hour shift as incident controller at the Eight Mile Fire, a level 2 fire in a rural/urban interface environment** | **12** |  |
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**I certify that I have completed the required minimum hours of Continuing Professional Development (CPD), with at least 5 hours of practical experience in each role for which I am registered, and at least 10 hours of practical experience in each role for which I am certified.**

#### Signed…………………………………………………………….. Date…………………………

PRACTITIONERS MUST COMPLETE, SIGN AND SUMBIT A COPY OF THEIR CPD RECORD CARD TO EMPS BY SELF SERVICE OR EMAIL@EMPS.ORG.AU

Please retain a copy of your record card for six years so that if, in future, you are chosen to be spot checked you can supply us with the information we need.

### Guidance on filling in the form

• Incomplete dates will not be accepted. The full date e.g. 10 June 2018 is necessary.

• If you are claiming hours for delivering a presentation or seminar please make it clear how long the lecture lasted for.

• Theory CPD hours are hours spent in seminars presentations or theory training, added up and rounded down to the nearest half an hour.

• You can download this record card at [www.emps.org.au](http://www.barstandardsboard.org.uk) and submit it by self-service using your EMPS login or by email.

### Administration

• Practitioners subject to the CPD program are required to submit their CPD record card to EMPS by 1 September each year for the CPD year ending 30 June.

• Practitioners not complying with minimum requirements may be suspended from the Scheme and their Registration or Certification revoked in the case of continued non-compliance.