



# AUSTRALASIAN INSTITUTE OF CHARTERED LOSS ADJUSTERS

ABN 18 074 804 167

## 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 January to 31 December. 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 AICLA.

### CPD QUALIFYING ACTIVITIES

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

**Please update and retain this record sheet. The completed sheet should be retained by you. You will need to forward a copy to AICLA (adminoffice@aicla.org or fax +61 7 3221 7267) if you are seeking an elevation in membership.**

1 JAN - 31 DEC Year:

Name of Member:

Company:

Address:

Postcode

<b>Date</b>	<b>Activity No.</b>	<b>Description of activity</b>	<b>Venue</b>	<b>*Loading if applicable</b>	<b>Total Points</b>
<b>TOTAL</b>					

\* See activity 1 previous page

**Important** - Associates and Fellows wishing to use the designation "Chartered Loss Adjusters" 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](http://www.aicla.org)

Member's Signature

Date