



EXEMPLAR  
GLOBAL

## Continuing Professional Development Log

Customer Name: \_\_\_\_\_

Customer Number: \_\_\_\_\_



## EXPECTATIONS

Continuing professional development (CPD) is an ongoing requirement to undertake education, maintain a current knowledge base and improve skills and knowledge. All professionals are expected to take ownership of their learning and development needs and develop a plan to indicate how they might meet these objectives.

To find the continuing professional development (CPD) credits for your Personnel Certification, please refer to the latest certification requirements on the Exemplar Global website: <https://exemplarglobal.org/certification>.

The CPD year runs for 12 months from the date the certification is granted and may be audited during the renewal process. Continuing professional development activities should be chosen from a range of categories.

CPD Category	Description
<b>Professional Development</b> <i>Maximum 16 hours allowed per year.</i>	Conference, seminars, workshops, webinars or forums. Must be verified by the company you work for by having your manager/supervisor sign your CPD Log. Must be relevant to your certification(s).
<b>Employment</b> <i>Maximum of 16 hours allowed per year for full-time employment/8 hours per year for part-time employment.</i>	Must be verified by obtaining a letter from your employer on company letterhead from a manager/supervisor who can verify your job title, duties, employment status and time with the company. Employment must be relevant to your certification(s). If you are self-employed, please provide evidence (business card, license, registration certification, ABN/TAX ID number, client listing, client letters etc.)
<b>Instructor Courses: Teaching or Leading Courses</b> <i>Maximum 16 hours allowed per year.</i>	All courses must clearly apply to the certification/s you hold. Must be verified by either having your employer sign your CPD log or submitting attendance list with your details as the instructor.
<b>Student Courses Completed</b> <i>Maximum 16 hours allowed per year.</i>	All courses must relate to the certification/s you hold. Must be verified by submitting a certificate of attendance from the training provider.
<b>Publishing</b> <i>Maximum 8 hours allowed per year.</i>	Published articles, media reviews and/or papers based on the current industry you are certified in.
<b>Exemplar Global Exam Development</b> <i>Maximum 8 hours allowed per year.</i>	Participation in the exam development cycle for established Exemplar Global personnel certification schemes. The emailed letter from the Exemplar Global project representative detailing the number of CPD credits. The submitted letter must be addressed to you and is validated against internal participation logs.
<b>Auditing Experience</b> <i>Maximum 16 hours allowed per year.</i>	By meeting the recertification requirements for your grade.

Please email your CPD log with supporting documents as evidence to [info@exemplarglobal.org](mailto:info@exemplarglobal.org) during your certification renewal.

## PROFESSIONAL DEVELOPMENT

**Maximum 16 hours** (verified by the company you work for by having your manager/supervisor sign your CPD Log)

Date Completed (dd/mm/yyyy)	Duration in Hours	Providing Organization: <ul style="list-style-type: none"> <li>Company name</li> <li>Company Address</li> <li>Contact Name</li> <li>Phone Number</li> </ul>	Describe Subjects Covered	Sponsor Verification (See the Guidance page for verification)

## EMPLOYMENT

**Maximum 16 hours** (a letter from your employer on company letterhead from a manager/supervisor who can verify your job title, duties, employment status and time with the company, if you are self-employed, please provide evidence (business card, license, registration certification, ABN/TAX ID number, client listing, client letters etc.)

Date Employed (dd/mm/yyyy)	Employer Details: <ul style="list-style-type: none"> <li>Company name</li> <li>Company Address</li> <li>Contact Name</li> <li>Phone Number</li> </ul>	Job Title	Job Description	Sponsor Verification (See the Guidance page for verification)	Number of Hours Obtained

## INSTRUCTOR COURSES

**Teaching or Leading Courses = Maximum 16 hours** (Must be verified by either having your employer sign your CPD log or submitting attendance list with your details as the instructor)

Date Completed (dd/mm/yyyy)	Number of Hours Obtained	Educational Institute: <ul style="list-style-type: none"> <li>• Company name</li> <li>• Company Address</li> <li>• Contact Name</li> <li>• Phone Number</li> </ul>	Course Name Delivered	Sponsor Verification (See the Guidance page for verification)

## STUDENT COURSES COMPLETED

**Maximum 16 Hours** (Must be verified by submitting a certificate of attendance from the training provider.)

Date Completed (dd/mm/yyyy)	Number of Hours Obtained	Educational Institute: <ul style="list-style-type: none"> <li>• Company name</li> <li>• Company Address</li> <li>• Contact Name</li> <li>• Phone Number</li> </ul>	Course Name	Sponsor Verification (See the Guidance page for verification)

### PUBLISHING

**Maximum 8 hours** (Must be verified by presenting the published articles, media reviews and/or papers based on the industry you are certified in)

Date Completed (dd/mm/yyyy)	Number of Hours Obtained	Type of Article	Title of Article	Sponsor Verification (See the Guidance page for verification)

### EXEMPLAR GLOBAL EXAM DEVELOPMENT

**Maximum 8 hours** (Must submit the emailed letter from the Exemplar Global project representative)

Date Completed (dd/mm/yyyy)	Number of Hours Obtained	Type of Exam	Evidence Submitted	Sponsor Verification (See the Guidance page for verification)

## AUDITING EXPERIENCE

**Maximum 16** (By submitting your audit log and meeting the recertification requirements for your grade you will be granted 16 hours)

Date Completed (dd/mm/yyyy)	Number of Hours Obtained	Auditing Details <ul style="list-style-type: none"> <li>• Company name</li> <li>• Company Address</li> <li>• Contact Name</li> <li>• Phone Number</li> </ul>	Evidence Submitted	Sponsor Verification (See the Guidance page for verification)

## OTHER

Date Completed (dd/mm/yyyy)	Number of Hours Obtained	Details <ul style="list-style-type: none"> <li>• Company name</li> <li>• Company Address</li> <li>• Contact Name</li> <li>• Phone Number</li> </ul>	Evidence Submitted	Sponsor Verification (See the Guidance page for verification)