

CONTINUING PROFESSIONAL DEVELOPMENT REQUIREMENTS

<b>CATEGORY</b>	<b>ACTIVITY</b>	<b>POINTS</b>
<b>Education</b>	Completion of Subjects in Diploma of Conveyancing or other approved course (per subject), during the year	<b>40</b>
	Undertaking an entrance examination approved by the AIC Vic Committee	<b>25</b>
<b>Attendance</b>	AIC Vic State Conference	<b>50</b>
	AIC National Conference	<b>50</b>
	Attendance at Institute of Legal Executives (Vic) State Conference	<b>30</b>
	Presentation of conveyancing paper at a conference or seminar	<b>30</b>
	AIC Vic Annual or General Meeting (per attendance)	<b>25</b>
	Conveyancing Workshop, seminar or Information Event (per attendance)	<b>25</b>
	Risk Management Seminar or training session	<b>10</b>
	Best Practice Group	<b>10/session</b> <b>*maximum</b> <b>40 points</b>
<b>Membership</b>	AIC Vic Committee	<b>40</b>
	Conveyancing Council, committee or forum in relation to conveyancing industry	<b>30</b>
	Certified Practising Conveyancer status	<b>10</b>
	AIC Vic Mentor Program member – active (ie at least one mentee per year)	<b>20</b>
	Fellow of Institute of Legal Executives (Vic)	<b>10</b>
<b>Subscriptions</b>	Law Institute Journal	<b>10</b>
	Any recognised property law service or manual	<b>10</b>
<b>Publications</b>	Writing or publication of a training program for conveyancers	<b>50</b>
	Writing or publication of article on conveyancing	<b>30</b>
<b>Purchase</b>	Conveyancing software subscription	<b>10</b>
	Law Institute Diary	<b>5</b>

Each member of the AIC must complete 100 points of CPD from the above list each year. At least 50 points must be from the education and attendance requirements. Each member of the AIC must provide evidence of completion of the CPD requirements to the Committee by 1 October each year for the preceding 12 months.