

CONTINUING PROFESSIONAL DEVELOPMENT REQUIREMENTS

2019

CPD: Each licensee member of the AIC Vic must complete 10 points of CPD annually. **At least 5.0 points must be from the Level One Education requirements.**

CPC: Each member with CPC status must complete 10 points of CPD annually. **At least 5.0 points must be from the Level One Education requirements.** Members with **CPC status will lose** this status unless they complete their CPD requirements in each membership year (1 October – 30 September).

Risk Management Program: To qualify for a discount on your PI insurance premium you must complete 10 points from the approved options in Level One Education requirements within the previous 12 months of your renewal date. Involvement in this program is not compulsory. AIC Vic will confirm with Austbrokers Countrywide that you have completed your Risk Management Points.

		Points	CPD	CPC	Risk Management
Level One Education	AIC Vic Saturday Seminar	3.0	Yes	Yes	Yes
	AIC Vic Workshops and Webinars	1.0 point per hour	Yes	Yes	Yes
	Designated AIC Vic videos	3.0	Yes	Yes	Yes
	AIC Vic State Conference attendance	4.0	Yes	Yes	Yes
	Advanced ECA Course	3.0	Yes	Yes	Yes
	ATO GST Course	1.0	Yes	Yes	Yes
	Seminars run by Leo Cussen Institute, LIV or Legalwise	1.0 point per hour	Yes	Yes	No
	Seminars & Webinars run by LUV, SRO, ATO or an ELNO	1.0 point per hour	Yes	Yes	No
Level Two	AIC National Conference attendance	3.0	Yes	Yes	No
	Institute of Legal Executives (Vic) State Conference attendance	1.0	Yes	Yes	No
	Seminars, webinars and video events hosted by software and other service providers	1.0 /session * maximum of 1 point/year	Yes	Yes	No
	Best Practice Group	1.0/session *maximum 4.0 points/year	Yes	Yes	No
	Other Audio or video training	1.0	Yes	Yes	No
	Presentation of conveyancing paper at a conference or seminar	3.0	Yes	Yes	No
	Writing and publication of a substantial article on conveyancing	3.0	Yes	Yes	No
	Active membership of a working party dealing with conveyancing practices and procedures	3.0	Yes	Yes	No
AIC Vic Mentor Program member – active (ie at least one mentee per year)	1.0	Yes	Yes	No	

Each member of the AIC Vic must provide evidence of completion of the CPD requirements to the office by 1 October each year for the preceding 12 months.