

**Application for CPD 2022**

**Company Name:** Click here to enter text.

**Key Contact Person:** Click here to enter text.

**Contact Details:** Click here to enter text.

**Email:** Click here to enter text.

**Company/Provider Type:**

- Insurance Company
- IBANZ Member
- Private Training Establishment (PTE)
- Other Click here to enter text.

**Criteria:**

**To count as CPD your training must meet the following Criteria:**

<b>S1</b>	<p><b>Meets the following minimum CPD learning requirements i.e.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Has clearly identified learning outcomes <b>and</b></li> <li><input type="checkbox"/> Includes an assessment of learning or Q &amp; A session that involves all participants.</li> </ul>
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If you would like IBANZ to recognise your workshops or training events as approved CPD then you will need to evidence that it meets the above criteria. You must record a list of attendees. Send your list of attendees to us as soon as possible after your event.

Please note that **CPD hours will only be allocated to IBANZ Members recorded on the attendance list**, so keeping accurate attendance records is crucial.

<b>Name of Learning Event:</b>	Click here to enter text.
<b>Workshop/Course Title:</b>	Click here to enter text.
<b>Name of Facilitator:</b> The facilitator should demonstrate a high level of competence and relevant experience	Click here to enter text.
<b>Contact details of Facilitator:</b>	Click here to enter text.
<b>Intended length:</b>	Click here to enter text.
<b>Where is the learning going to take place?</b> Venues/Locations	Click here to enter text.
<b>When is it going to take place?</b> Dates/frequency	Click here to enter text.
<b>Intended audience:</b>	Click here to enter text.
<b>Brief outline of content:</b>	Click here to enter text.
<b>Learning Outcomes:</b> What do you intend for the participants to be able to do after the workshop/course? Example: <i>At the end of the workshop participants will be able to:</i> <ul style="list-style-type: none"> <li><i>Explain business interruption insurance in layman's terms and recognise the trigger points for tailoring the policy coverage to best suit their client's needs.</i></li> </ul>	Click here to enter text.
<b>Method of verifying attendance:</b>	<input type="checkbox"/> Signed attendance list <input type="checkbox"/> Scanned barcode <input type="checkbox"/> Other (provide details)
<b>Mode of delivery:</b>	<input type="checkbox"/> E-learning <input type="checkbox"/> Workshop <input type="checkbox"/> Web seminar (webinar) <input type="checkbox"/> Other (provide details)

<p><b>Assessment format:</b> You must assess the participants if you wish to gain <b>CPD hours</b> for your learning event. Assessment formal guidelines include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Guided Q&amp;A session i.e. you must provide content relevant questions to the participants and then provide the answers, based on the learning that has taken place during the learning event.</li> </ul> <p>NB: Answers should be available for all participants after the learning event.</p> <ul style="list-style-type: none"> <li>• An open Q &amp; A session during the learning event that involves all participants.</li> <li>• Online assessments (attach your Q&amp;As so we can upload these to our learning portal)</li> <li>• Assignments (these will need to be marked and feedback provided to participants)</li> </ul> <p>Please contact IBANZ if you would like assistance in designing assessment activities for your event.</p>	<p>Please provide details of your assessment in the space provided, or attach your assessment activity. Click here to enter text.</p> <p><input type="checkbox"/> Please publish the attached assessment/s on the learning portal for participants to complete.</p>
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**Course Outline:**

Please attach an outline describing the course content and a copy of the actual presentation and course material/s. This information will be treated confidentially within IBANZ for rating purposes only.

Once a training session has received a rating, (and a rating number) it can be delivered at locations throughout New Zealand, without requiring further rating and accreditation. The rating number is valid in that calendar year only. A re-rating can be issued for the same session in a new year.

Please submit your application along with the course outline, assessment details and copy of the presentation by email, or mail to:

PO Box 302504, North Harbour, Auckland 0751

Ph: (09) 306 1732

Email: [info@ibanz.co.nz](mailto:info@ibanz.co.nz)

**Your CPD rating will be confirmed to you within 3 working days by email.**

**There is a fee for the initial rating application process. As part of this process IBANZ will:**

- Evaluate the application according to the published CPD standards and good practice principles.
- Allocate an appropriate number of CPD hours to your learning event
- Issue a valid 'Rating Number' which can be used to deliver CPD events throughout New Zealand. The rating number is only valid in that calendar year.
- Monitor and review the quality of all CPD learning events
  - Collect, collate and analyse participant feedback and assessment data
  - Observe facilitators/trainers and provide constructive feedback for quality improvement purposes

IBANZ reserves the right to refuse CPD hours for learning events that do not meet the published IBANZ CPD standards and good practice principles. IBANZ reserves the right to withdraw approval for CPD programmes or events at any time for one of the following reasons:

- Significant changes to content
- Poor feedback/evaluation of the programme or event
- Misrepresentation of the programme or event
- Complaints about the programme or event which may affect the reputation of IBANZ

Please refer to the IBANZ website for more information on learning requirements [www.ibanz.co.nz](http://www.ibanz.co.nz)

## Rating Fees

### Insurance Company and Non IBANZ Members

Application Fee to assess the content of the learning event.	\$150
Administration and Approval Fee (up to 2 hours) including bulk recording of CPD for IBANZ Members.	\$200
Administration and Approval Fee (up to 4 hours) including bulk recording of CPD for IBANZ Members.	\$280
Administration and Approval Fee (up to 8 hours) including bulk recording of CPD for IBANZ Members.	\$500

### IBANZ Member Company/Group

Application Fee to assess the content of the learning event.	\$50
Approval Fee (up to 2 hours) including bulk recording of CPD for IBANZ Members.	\$75
Approval Fee (up to 4 hours) including bulk recording of CPD for IBANZ Members.	\$140
Approval Fee (up to 8 hours) including bulk recording of CPD for IBANZ Members.	\$250
Approval Fee (up to 12 hours) including bulk recording of CPD for IBANZ Members.	\$325
Approval Fee (up to 16 hours) including bulk recording of CPD for IBANZ Members.	\$400
Approval Fee (up to 24 hours) including bulk recording of CPD for IBANZ Members.	\$550

**IBANZ Individual Member**

Application Fee to assess the content of the learning event.	\$25
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<b>Re-Rate Fee</b>	\$25
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**Fees do not include GST.**

Name: [Click here to enter text.](#)

Signature: [Click here to enter text.](#)

Date: [Click here to enter text.](#)