



Name of business \_\_\_\_\_

Principal activities of business \_\_\_\_\_

Business's BPAD Business certification number \_\_\_\_\_  
(if applicable)

## Certification requirements

To maintain your Practitioner certification you must:

- Continue to provide BPAD services consistent with your level of BPAD Practitioner certification.
- Continue to abide by the certification conditions and the expectations of Certified Practitioners specified in the current version of the [\*General Conditions of the Bushfire Planning and Design Certification Program\*](#) and either the [\*Certification Guide for BPAD-D Certified Practitioners\*](#) or the [\*Certification Guide for BPAD-A Certified Practitioners\*](#).
- Provide evidence that you have undertaken [continuing professional development](#) (CPD) during your latest two-year period of certification with a minimum total CPD point value of **15**.

You will find information on CPD requirements, the CPD process, and examples of CPD activities and documentary evidence at [www.fpaa.com.au](http://www.fpaa.com.au). Click on the 'Certification' menu, select 'Bushfire Planning and Design', and then click on the [Continuing Professional Development](#) link on the left sidebar.

## BPAD CPD record sheet

Before completing this record sheet read the BPAD [Continuing Professional Development](http://www.fpa.com.au) page on [www.fpa.com.au](http://www.fpa.com.au).

If you have any questions about CPD or how to complete this record sheet please [contact FPA Australia](#).

|                          |  |                             |  |
|--------------------------|--|-----------------------------|--|
| <b>Practitioner name</b> |  | <b>Certification number</b> |  |
|--------------------------|--|-----------------------------|--|

| <b>Activity date</b> | <b>Format of activity</b><br>e.g. 'meeting', 'workshop', 'article' | <b>*Evidence provided</b><br>e.g. 'minutes', 'conference paper', 'certificate of attendance' | <b>Why activity was chosen</b><br>e.g. 'improve technical skills', 'learn about legislative changes' | <b>**CPD points claimed</b> |
|----------------------|--|--|--|-----------------------------|
|                      |  |  |  |                             |
|                      |  |  |  |                             |
|                      |  |  |  |                             |
|                      |  |  |  |                             |

\*If you cannot provide documentary evidence for an activity, list the name, relationship to applicant and phone number of a third party who can substantiate your completion of the activity.

\*\*CPD points must total 15 or more.

## Evidence checklist

Check that you have completed every section in this form and attach the following:

- Copies of the documentary evidence that you have listed in the BPAD CPD record sheet on the previous page.
- \*Copy of an insurance policy or certificate of currency for public liability insurance—minimum of AUD \$5 million.
- \*Copy of an insurance policy or certificate of currency for professional indemnity insurance—minimum of AUD \$1 million.
- If you would like an updated photograph on your ID card include a hard copy or [email](#) an electronic copy of a recent coloured, passport style photograph.
- Payment of the \$220 renewal fee (inclusive of GST).

\*The insurance requirements may be met where a practitioner is engaged by a Certified Business for the purpose of providing services relating to BPAD and that business entity provides the necessary insurance cover on behalf of the practitioner (documentary confirmation will be required), or employed by a national, state or territory government organisation or agency (documentary evidence not required).

To pay by credit card complete the details below.

Tick credit card type  Amex  Bankcard  MasterCard  Visa

Card number \_\_\_\_\_

Cardholder name \_\_\_\_\_ Expiry date \_\_\_\_\_ / \_\_\_\_\_

Cardholder signature \_\_\_\_\_ Amount \$ \_\_\_\_\_

## Declaration

I solemnly and sincerely declare that (*tick boxes*):

- I have undertaken work consistent with my level of Practitioner certification during the current two-year certification period.
- I have read the current versions of the *General Conditions of the Bushfire Planning and Design Certification Program* and the relevant *Certification Guide* for my Certified Practitioner Category.
- I will continue to abide by the certification conditions and the expectations of Certified Practitioners and Businesses specified in the above documents and will accept the decisions of FPA Australia or a representative of FPA Australia.
- I have undertaken and completed the required level of continuing professional development as specified in the BPAD [Continuing Professional Development](#) page on the FPA Australia Web site.

Signature \_\_\_\_\_ Date / /