



Application for exemption from continuing professional development for recognition of alternative learning

This request can only be made during the calendar year for which this application relates

A regulated person can apply for an exemption from completing continuing professional development (CPD) activities on a pro-rata basis if you have completed:

- a module from the Diploma of Property Services (Agency Management) CPP50307 as a learning opportunity; or
- CPD in another state or territory of Australia where the applicant holds an equivalent licence in that state or territory.

The Commissioner for Consumer Protection (the Commissioner) may approve an exemption where the activity meets the requirements of the CPD program.

You will need to:

- provide sufficient evidence to show the training is relevant to WA CPD activities; and
- apply one point per hour of equivalent CPD up to a maximum of five points.

You must include:

- evidence of attendance at the training activity;
- a copy of the certificate along with details of any CPD activities completed for an equivalent interstate licence, e.g. agenda topics subjects, how many hours the course was for and how many CPD points you earned;
- a schedule of the training which must include subject matter and times; and
- evidence of any assessment undertaken and passed (if relevant).

The maximum of five CPD points may be credited for the training or study per year.

Requestor details – This request must be made from the licence or registration holder

Name	
Address	
Email address	
Telephone number	
Licence/registration number	

Exemption request details			
CPD year exemption is to be applied		CPD points already completed for exemption CPD year	
Total or partial	Partial exemption	Total exemption	
Number of points you are requesting an exemption for	CPD points:		

Full details of reason for applying for an exemption (Must include documentary evidence as set out above)	
Requestor's signature	
Date	

Your application and supporting evidence can be lodged:

In Person:

Department of Local Government,
Industry Regulation and Safety
Consumer Protection Division
Gordon Stephenson House
Level 2/140 William Street
Perth WA 6000

Mail:

Department of Local Government,
Industry Regulation and Safety
Consumer Protection Division
CPD Team
Locked Bag 100
EAST PERTH WA 6892

Email:

cpd@lgirs.wa.gov.au