

Note: The Attainment of CPD Templates cannot be opened without Adobe Acrobat Reader 6.0, Adobe Acrobat 6.0 Professional or Adobe Acrobat 6.0 Standard or later. If you do not have Adobe Acrobat Reader 6.0 a version is supplied on this CD in the 'Browser folder'. Alternatively, you can download the newest version of this free software from the Adobe website: www.adobe.com.au

Filling out the Attainment of CPD Templates

- 1 Open the pdf template
- 2 Position the pointer inside a field (indicated by the yellow area), and click. The I-beam pointer allows you to type text
- 3 After entering text Press Tab to go to the next field or position the pointer inside the next field, and click
- 4 To return to a previous field Press Shift+Tab or position the pointer inside a previous field, and click.

Saving the Attainment of CPD Templates

Choose File > Save As, and rename the file to save the form with the data you entered.

Note: To save the file you must have Adobe Acrobat 6.0 Professional or Adobe Acrobat 6.0 Standard or later. You will not be able to save the document in Adobe Acrobat Reader.

Printing the Attainment of CPD Templates

- 1 Choose File > Print Setup and select:

Printer > Name: *Select your printer*

Paper > Size: A4 210 x 297 mm

Orientation > Portrait

Click OK.

- 2 Choose File > Print and select:

Print Range > All

Page Handling > Page Scaling: Shrink large pages

Auto-Rotate and Centre

Print What: Document

Click OK.

Continuing Professional Development

Attainment of CPD

This is to certify that

Registered Building Practitioner Registration No:

Registered in the category/ies of:

Has completed the Victorian Continuing Professional Development requirements for the year
in accordance with the requirements set out in the Memorandum of Understanding between the
Building Commission and

The CPD points achieved are as follows:

SUMMARY OF POINTS

Total

Carry over from previous year

Deficit from previous year

Maximum Carry over

Signed by
Executive Officer

Continuing Professional Development

Attainment of CPD

This is to certify that

Registered Building Practitioner Registration No:

Registered in the category/ies of:

Has completed this Industry Association/Professional Institutes' requirements for

Continuing Professional Development for the year _____ in accordance with the requirements

set out in the Memorandum of Understanding between the Building Commission and

The CPD points achieved are as follows:

SUMMARY OF POINTS

Total

Carry over from previous year

Deficit from previous year

Maximum Carry over

Signed by
Executive Officer

Continuing Professional Development

Attainment of CPD

This is to certify that

Registered Building Practitioner Registration No:

Registered in the category/ies of:

Has completed the Recognised Registration Body's requirements for Continuing Professional Development for the year _____ in accordance with the requirements set out in the Memorandum of Understanding between the Building Commission and _____

The CPD points achieved are as follows:

SUMMARY OF POINTS

Total

Carry over from previous year

Deficit from previous year

Maximum Carry ove

Signed by
Executive Officer