

CONTINUING PROFESSIONAL DEVELOPMENT REQUIREMENTS
2016

CATEGORY	ACTIVITY	POINTS
Education Level One	AIC Vic Seminar (or video of seminar)	3.0
	AIC Vic Workshops	1.0 point per hour
	AIC Vic Webinar/ Q & A	1.0 point per hour
	AIC Vic State Conference attendance	3.0
	AIC Vic Risk Management Seminar	1.0 point per hour
	Seminars run by Leo Cussen Institute, LIV or Legalwise or AIC National	1.0 point per hour
	Completion of Subjects in Diploma of Conveyancing or other approved course (per subject), during the year (including Sale of Business Course)	1.0
Education Level Two	AIC National Conference attendance	2.0
	Other conveyancing workshop, seminar, webinar or information event	1.0 point per hour
	Risk Management training session	1.0/*maximum 1.0 points
	Institute of Legal Executives (Vic) State Conference attendance	1.0
	Other Audio or video training	0.5
Attendance	AIC Vic Annual General Meeting	2.0
	Presentation of conveyancing paper at a conference or seminar	3.0
	Best Practice Group	1.0/session *maximum 4.0 points
Membership	AIC Vic Committee	4.0
	Conveyancing Council, committee or forum in relation to conveyancing industry	3.0
	AIC Vic Mentor Program member – active (ie at least one mentee per year)	2.0
	Fellow of Institute of Legal Executives (Vic)	1.0
	Writing or publication of a substantial article on conveyancing or a training package for conveyancers	3.0

Each member of the AIC must complete **10 points of CPD** from the above list each year. **At least 5.0 points must be from the Level One Education requirements.** Each member of the AIC must provide evidence of completion of the CPD requirements to the Committee by 1 October each year for the preceding 12 months. Members with **CPC status will lose** this status unless they complete their CPD requirements in each membership year.