



10 Hours per Year CPD Evidence Form

Please complete this form as evidence of undertaking the 10-hours per year (averaged over 3-years) continuing professional development (CPD) required by ICMA for all grades of membership. If there is insufficient space, continue on a separate sheet if necessary. Do not send any original documents with this form. The Institute will retain all materials sent with this form. Members need to complete this form only once every 3 years.

Part 1 PERSONAL INFORMATION

Title: (Dr/Mr/Mrs/Ms/Miss/Other) _____ Preferred Name(s) _____
First Name _____ Last Name(s) _____
Date of Birth (dd/mm/yy) _____

Part 2 CONTACT DETAILS

Address 1: _____
Address 2: _____
Suburb _____ City _____ State _____
Postcode _____ Country _____
Home: () _____ Work: () _____ Mobile: _____
Facsimile: () _____ Email _____

Part 3: CPD APPROVAL

Continuing Professional Development (CPD) sought for - List programme(s)

(To be completed by all ICMA-Australia members (CMA, AMA, GMA, RBA, RCA, CAT, MAA) who have undertaken their required 10-hours per year CPD programmes over a 3-year period)

Name of CPD* Program <i>e.g. Exec. Seminar on Carbon Trading</i>	Organising Body* <i>e.g. WITS-ICMA</i>	Duration (Dates) <i>e.g. 17-19 June 2010</i>	CPD Hrs Claimed <i>e.g. 24 Hours</i>
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** The Organising body need not be connected to the ICMA. Programs conducted by universities, professional bodies, seminar organizers and training institution are acceptable, if relevant to the practice of financial management/managerial accounting. For academic members, conducting courses, writing academic and professional journal articles will also be acceptable as CPD hours. A journal article equates to 30 hours of CPD.*

Please provide photocopies of content of courses attended/ presented or journal articles written

Please post to: The Executive Director, The Institute of Certified Management Accountants, CMA House, Unit 5, 20 Duerdin Street, Clayton North, Victoria 3168 AUSTRALIA. Telephone +61 (0) 3 85550385 Facsimile +61(0) 3 85550387

_____ For Official Purposes Only (Applicants do not complete) _____

CPD Evidence Received On _____
 Education Membership Considered On: _____
 CPD Approved - Period: _____
 Not Approved - Reason _____

Emailed and Faxed applications ARE NOT ACCEPTABLE and they will be ignored

Mail all applications to:
The Executive Director,
The Institute of Certified Management Accountants
CMA House,
Unit 5, 20 Duerdin Street,
Clayton North, Victoria 3168
AUSTRALIA.

Telephone +61 3 8555 0358
Facsimile +61 3 8555 0387