

# CPD PERSONAL ASSESSMENT SUBMISSION FORM



PREVIOUS ASSESSMENTS:	<input type="checkbox"/>	ISNSW
CPD EVENTS CALENDAR:	<input type="checkbox"/>	EVENT
MEMBERSHIP LEVEL/STATUS:	<input type="checkbox"/>	CODE

**OFFICE USE ONLY**

### 1. INDIVIDUAL DETAILS

Are you an ISNSW member?                       Yes                       No  
(If not, \$55.00 including GST will be charged for this assessment)

Name: ..... Date: .....

Company: .....

Phone: ..... Fax: .....

Email: .....

Address: .....

Main specialty: .....  
(eg Cadastral / Mining / Water & Sewer design / Civil Project Manager etc)

Other relevant information: .....

### 2. EVENT DETAILS (e.g. seminar/training/preparation for presentation) If preparation for presentation, please specify “research” time

Name of attendee/s claiming CPD Points: .....

Event date: .....

Event Times and Durations: .....

(Show break times separately)

Event name: .....

Event location: .....

Event organiser: .....

Organiser contact details: .....

Have you attended this event before? If so, when and where?: .....

### 3. CHECKLIST OF ATTACHMENTS

- Program with details**
  - Times and Durations (show break times separately)
  - Topics covered (heading plus detailed explanation)
- I have read the current ISNSW CPD Policy, and I am satisfied that the learning being undertaken as described in this submission, meets the requirement of that policy.**
- Proof of attendance** (e.g. attendance certificate/written confirmation of attendance from event organisers or tax invoice if pre-event assessment. Please contact ISNSW office if you are having difficulty getting proof of attendance. A template letter can be provided to assist the event organiser.)

**WARNING!!!** This form should be submitted for CPD assessment prior to your event being held. ISNSW may charge a late fee if the event has already been held.

