CPD Category	CPD Activity	Typical Evidence	Points per hour	Maximum points that can be claimed
1	Formal education and training, including online and distance education, where there is a formal assessment	Certificates of attendance or attainment; certificates / degrees / diplomas awarded from formal assessment	2	No limit
2	Short courses, including in-house training (including online)	Certificates of attendance or attainment	2	No limit
3	Attending Conferences, meetings, seminars, including Professional Environmental Practice (PEP) talks, webinars and online conferences	Attendance records, receipts of payments made to attend a seminar or conference	1	No limit
4	Service activities to the CEnvP Scheme; environment profession for EIANZ or other environment-related professional associations such as ALGA, IAIA, WasteMINZ etc. CEnvP Scheme service activities include participation at Registrar, Interview Panel, SEAC and Board level, with a maximum of 50 points allowed per 2 year period.	Minutes of meetings, attendance records	1	50 per 2 year period
5	Presentations to conferences/seminars where there is a contribution to the environment profession. For a presentation where the paper is not published in a refereed journal, 10 points per hour of presentation is allocated to allow for preparation of the presentation, and its delivery, with a minimum of not less than 5 points per presentation	Acceptance letter/email from conference organiser; handout notes; conference brochures which name the person and the paper etc	10	No limit, but a minimum 5 per presentation
6	Publication of technical or research papers: - in a refereed journal, 30 points per paper allowed; - in the case of presenting the paper as a technical or research paper to a conference, 20 points per paper is allowed rather than the 10 points per hour of duration of the presentation as in category 5 above; - if the paper is not yet published, a maximum of 30 points per paper is allowed	The actual publication in which the paper appears; acceptance letter from an editor, conference organiser	NA	No limit
7	Part-time or guest lecturer to environmental courses at academic institutes. Points are per hour of actual face-to-face presentation and allow for time of preparation of the lecture material, with a minimum of not less than 5 points per presentation.	Academic institute records, course notes presented, receipts of payments made as a lecturer	5	40 per 2 year period, with a minimum of 5 per lecture
8	Mentoring under a suitable volunteer program, up to a maximum of 40 points allowed per 2 year period. For mentoring to be accepted for CPD purposes , it must be provided to persons who are not within the direct control or supervision of the CEnvP[1]	Diary records, statement from recipient of mentoring, records from local mentor organiser	1.5	40 per 2 year period
9	Private study of journals, texts etc (informal learning activities)[2], up to a maximum of 20 points per 2 year period	Diary records, personal declaration	0.5	20 per 2 year period
10	Pro bono activities, including involvement with local community environmental committees, eg at local Council level	Records of the organisation with which the involvement takes place; diary entries	1	No limit
11	Academic involvement in industry[3]	Diary entries; time sheets or similar attendance records; academic institute records	1	No limit

[1]**Category 8 - Mentoring:** Where a person is a supervisor of other staff in an organisation, it is expected that the person will provide guidance and assistance to their staff in what is also called mentoring, but for mentoring to be accepted as valid CPD for these purposes, it must be provided to other persons who are not within the direct control or supervision of the CEnvP. Ideally it should be part of a formal program, either run within the organisation or through an appropriate association. It should be noted that non-EIANZ members may participate as mentors in the EIANZ Mentoring Program.

[2]**Category 9** is the most difficult category to provide auditable evidence. To help overcome this problem, a CPD Private Study Record Sheet is attached. Recording your private study on this (or similar record sheet) will assist in providing adequate evidence for CPD points claimed in this category.

You should initial each entry. If your CPD log is selected for audit, please sign the record sheet in the presence of a witness before submission with your other evidence.

3 **Category 11** is provided to allow for academics to cover work outside normal expected teaching activities, in addition to the preceding categories.