

# Procedure for allocation non-ANZIIF training with CIP points

1. Training provider/organiser to complete the “Professional Development activities and proposed CIP Points” template on a case by case, quarterly, half yearly or yearly basis
2. Training provider/organiser to complete and return template with supporting documentation to the attention of Customer Service at ANZIIF by mail or email, see details below:  
**Mail:** Level 18, 1 Nicholson Street, East Melbourne VIC 3002 Australia  
**Email:** customerservice@anziif.com
3. ANZIIF’s Customer Service Team to respond to the training provider/organiser within 3 working days. The response will either:
  - Approve the CIP points;
  - Recalculate and approve CIP points; or
  - Request further clarification before approving CIP points.

## Further Information

ANZIIF is able to assist with education and training needs – from customised training programs, workplace assessment, compliance solutions and online training programs.

For more information visit ANZIIF’s website at **anziif.com** email **customerservice@anziif.com** or contact our Customer Service team on **(+61 3) 9613 7200** (New Zealand freecall 0800 103 675).

Australian and New Zealand Institute of Insurance and Finance  
Level 18, 1 Nicholson Street,  
East Melbourne VIC 3002  
Australia

# Professional Development (PD) activities and proposed CIP Points

<b>Name of company</b>	
<b>Contact name</b>	
<b>Position title</b>	
<b>Contact details</b>	
<b>Date</b>	

<b>Title of PD activity</b>	<b>Facilitator</b>	<b>PD activity overview*</b> <small>*attach supporting documentation</small>	<b>Delivery date</b>	<b>Number of PD hours</b>	<b>Approved CIP points</b>