

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: Suite 2, Level 2, 50 Lonsdale Street, Melbourne VIC 3000, 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
Suite 2, Level 2, 50 Lonsdale Street
Melbourne VIC 3000
Australia

Professional Development (PD) activities and proposed CIP Points

Name of company	
Contact name	
Position title	
Contact details	
Date	

Title of PD activity	Facilitator	PD activity overview* *attach supporting documentation	Delivery date	Number of PD hours	Approved CIP points