

Procedure for accrediting 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 7, 628 Bourke 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
Level 7, 628 Bourke Street,
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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* <small>*attach supporting documentation</small>	Delivery date	Number of PD hours	Approved CIP points