

# Points Allocation for Continuing Professional Development (CPD) Activities for *Certified Irrigation Retailer*

| ATTENDANCE ACTIVITIES   | DESCRIPTION  | POINTS   |
|---|--|--|
| Industry Product Launch   | Attendance at an Industry Product Launch   | <b>2</b> points will be awarded per product launch<br>Evidence of attendance is to be provided   |
| Irrigation Australia Regional Meeting   | Attendance at an Irrigation Australia Regional Meeting   | <b>1</b> point will be awarded per meeting<br>(max <b>2</b> points per year)<br>A bonus of <b>4</b> points for starting a Regional Group                                 |
| Irrigation Australia Event, Conference, Trade Show or Field Day                                       | Attendance at an Irrigation Australia Member Event or other professional associations or societies, universities, colleges or technical institutes, manufacturers or distributors or part of an in-house training program, may sponsor these events.   | <b>1</b> point will be awarded per event (max <b>3</b> points per year)  |
| Irrigation based seminar  | These include courses, short courses, or seminars, which might be held in conjunction with trade shows or field days. Irrigation Australia, professional associations or societies, universities, colleges or technical institutes, manufacturers or distributors or part of an in-house training program, may conduct these courses. Includes all Irrigation Australia courses and Master classes | <b>2</b> points will be awarded per full day of attendance   |
| Host/involved in Irrigation Australia Webinar   | Host, or attend or watching/viewing of an Irrigation Australia webinar   | <b>1</b> points will be award per webinar attended or watched /viewed<br><b>2</b> points will be awarded for anyone who hosts or helps with Irrigation Australia webinar |
| Teach an irrigation paper at a short course, seminar, technical conference or in-house training class | Teach new course material or papers. Only the initial submission will be allowed when teaching a course or presenting a paper repeatedly. Irrigation Australia and other professional associations or societies; universities; colleges or technical institutes; manufacturers or distributors or part of an in-house training program, may conduct these courses.                                 | <b>4</b> points will be awarded per full day of teaching   |



| ATTENDANCE ACTIVITIES   | DESCRIPTION  | POINTS  |
|---|--|---|
| Present an irrigation paper at a short course, seminar, technical conference or in-house training class | Prepare a new course material or papers. Only the initial submission will be allowed when teaching a course or presenting a paper repeatedly. Irrigation Australia and other professional associations or societies; universities; colleges or technical institutes; manufacturers or distributors or part of an in-house training program, may conduct these courses.                             | 3 points will be awarded per full day of participation  |
| TRAINING ACTIVITIES   | DESCRIPTION  | POINTS  |
| Industry Training   | Attendance at an Industry Training course  | 3 points will be awarded per training course<br>(max 3 points per year)<br>Evidence of attendance is to be provided                 |
| Completed a Formal irrigation course (College, University, Technical Institute)                         | Course work must be offered by an accredited institution and be irrigation related and/or applicable to the job description  | 4 points will be awarded per course attended. A Statement of Attainment, university unit or equivalent must be provided as evidence |
| Irrigation Australia short course, or in- house training  | These include courses, short courses, or seminars, which might be held in conjunction with trade shows or field days. Irrigation Australia, professional associations or societies, universities, colleges or technical institutes, manufacturers or distributors or part of an in-house training program, may conduct these courses. Includes all Irrigation Australia courses and Master classes | 2 points will be awarded per course.  |
| Provide Location for Irrigation Australia training days   | Provide a location/training involvement for practical training to take place at your property/location.  | 5 Points per training in your location  |



| TRAINING ACTIVITIES                    | DESCRIPTION   | POINTS                                   |
|--|---|--|
| Attend Meter Manufacturer Training     | These programs are organised by the manufacturers of meters currently being installed in Australia. These information training sessions are generally offered to groups to make them familiar with the operating characteristics of the equipment with an emphasis on installation and maintenance. | 2 points will be awarded per course.     |
| DESIGN ACTIVITIES                      | DESCRIPTION   | POINTS                                   |
| Supervise a CID Exam                   | Supervision of a CID in Training  | 2 points per exam supervised             |
| Host a CID Exam                        | Host out your office space or room for a CID in training and their supervisors to sit their exam  | 2 point per exam hosted                  |
| OTHER ACTIVITIES                       | DESCRIPTION   | POINTS                                   |
| Irrigation Australia Annual Membership | Current Annual Membership of Irrigation Australia   | 2 points to be awarded per annual period |
| Carry over points                      | 5 points are required every one (1) year. Points awarded above 5 (to a maximum of 3 points) may be carried over to the next renewal period.   | Maximum of 3 points carry over           |

| OTHER ACTIVITIES                       | DESCRIPTION   | POINTS  |
|--|---|---|
| Exceptional activities                 | Activities that do not fall into any of the previous categories may be submitted for the management committee for review. It will be up to the committee to decide how many units will be awarded. Some of these activities might include writing irrigation textbooks, metricating articles for study manuals, serving on a committee or election as an Irrigation Australia board member. A maximum of 5 points can be earned in this category. Writing a grant or proposal is not allowed toward points. | Points will be determined upon information received for each exceptional activities |
| Involvement in the Irrigation Industry | Contributions in Journal, overflow, careers website testimonials, attending careers days, and representing Irrigation Australia/the industry.   | Points will be determined based on involvement                                      |

NB: 5 CPD points are required annually. Points earned above the minimum (up to a maximum of 3 points) may be carried over to the next renewal period.

### **HOW TO RENEW YOUR CERTIFICATION**

To ensure certified personnel remain active in the industry and maintain up-to-date knowledge and skills, Irrigation Australia requires regular re-certification. Individuals who meet the required CPD points within the specified timeframe will retain their active status. Those who do not will be classified as non-active.

All certifications are assessed annually, and Irrigation Australia conducts random audits on 5% of all CPD returns each year.

To maintain your certification, you must:

- Remain active in the industry in a role related to your certification
- Provide evidence of earning 5 CPD points annually
- Pay your renewal fee each year

### **HOW TO ADD ACTIVITIES TO YOUR CPD**

To add CPD points in preparation for online renewal, log in to your profile and follow these steps:

1. Navigate to 'MY CPD' and click the 'Add' button.
2. Select the applicable activities completed during the one-year period leading up to your current renewal date.

Activities can be added at any time during your renewal period. Points will be reviewed and verified by Irrigation Australia.

Once you accumulate the required 5 points and pay your renewal fee, you will meet the criteria for renewal for the next year. You can also download copies of your certificates of certification and logos from the same platform.

### **RENEWAL NOTIFICATIONS AND INVOICES**

- You will receive a renewal notification approximately one month before your certification expiry date.
- Your renewal invoice will be available under the Transactions tab in your profile.
- Update your contact details, communication preferences, and other profile information under the About page.

### **NEED ASSISTANCE?**

Managing your certification online via our website is preferred. However, if you encounter any issues, please contact Irrigation Australia's office at 07 3517 4000 or email [Training@irrigation.org.au](mailto:Training@irrigation.org.au) for support.