







## CPD Activity Table - Codes and Hour Allocation

### Formal Professional Development Activities

Code	Activity	Hours
ACPDD	AIRAH Continuing Professional Development (full day)	8
ACPDH	AIRAH Continuing Professional Development (half day)	4
OCPDD	Allied Organisation Continuing Professional Development (full day)	8
OCPDH	Allied Organisation Continuing Professional Development (half day)	4
APDBS	Professional Diploma of Building Services – HVAC&R	50 max
AONLINE	AIRAH Online Training Programs	30 max
ADISTL	AIRAH Distance Learning Programs	30 max

### Conferences, Meetings, Webinars, and Networking Events

Code	Activity	Hours
ACON	AIRAH Conference	(8 hours per day / max 32 hours total annually)
ADM	AIRAH Division Meeting (Evening, Breakfast, Site Visit, Trade Show, Social Event)	1-3 hours max per event
AWEB	AIRAH Webinar	1-2 hours max per event
OCON	Allied Organisation Conference	(8 hours per day / max 32 hours total annually)
OCM	Allied Organisation Division Meeting (Evening, Breakfast, Site Visit, Social Event)	1-3 hours max per event
OWEB	Allied Organisation Webinar	1-2 hours max per event

### Leadership Positions

Code	Activity	Hours per year
LP01	AIRAH or Allied Organisation National President	50 max
LP02	AIRAH or Allied Organisation National or Associate Director	40 max
LP03	AIRAH or Allied Organisation Division President	30 max
LP04	AIRAH or Allied Organisation Division Committee	20 max
LP05	AIRAH STG Committee – Chair	30 max
LP06	AIRAH STG Committee – Member	25 max
LP07	AIRAH National Reference Group Member	30 max

### Speaking

Code	Activity	Hours per year
SP01	Single Event - Solo Speaker	8
SP02	Single Event - Panel Participant	1-4
SP03	Single Event - Chair or Moderator	1-3
SP04	Tertiary Program (per term or course) – Lecturer	10-50

*(Repeat presentations of same the program should not be included)*

### Writing

Code	Activity	Hours per year
W01	Author or Editor on AIRAH Application Manual or published Book	50 max
W02	Contributor (minimum 20%) to AIRAH Application Manual or published book	30 max
W03	Author of published technical paper/case study	10 max

### Informal Learning Activities

Code	Activity	Hours per year
I01	Hours of reading of relevant Technical Journals & Articles	10 max
I02	Hours of self-study including Industry Standards, Codes and Technical Manuals	10 max

AIRAH recognises many other organisations for providing AIRAH members with CPD opportunities. Please contact the AIRAH office for any questions regarding claiming other organisations activities towards your AIRAH CPD Activities Statement.

If AIRAH audits your CPD records and questions the validity of any claimed hours, you must be able to show proof of your claimed CPD activities. This can be in the form of certificates, invoices, receipts etc. For further information please contact the AIRAH office on [training@airah.org.au](mailto:training@airah.org.au)

Name

Signature

Membership No.