

## RATING REQUEST FORM FOR CPD HOURS

**Company Name:** [Click here to enter text.](#)

**Key Contact Person:** [Click here to enter text.](#)

**Contact Details:** [Click here to enter text.](#)

**Email:** [Click here to enter text.](#)

- Learning Provider Type:**
- Insurance Company
  - IBANZ Member
  - Private Training Establishment (PTE)
  - Other [Click here to enter text.](#)

### CPD Required Criteria:

To qualify as CPD hours your training must meet the following learning and evidence requirements:

- Has clearly identifiable learning outcomes **and**
- Includes an assessment of learning through participation, feedback or a Q&A session that involves all participants.

If you would like IBANZ to recognise your workshop, training event or activity for CPD hours, please provide relevant material with this application (for example outline of the study course, presentation slides, research documents or description of the activity etc).

**To receive the reduced fee for bulk recording of attendees you must record a list (name and email address on the prescribed IBANZ template, [available here](#)) of attendees and after the event send the list to IBANZ as soon as possible.**

Please note that **CPD hours will only be allocated to recognisable IBANZ Members recorded on the attendance list**, therefore accurate names and email addresses are crucial.

### Information About Your Event

<b>Name of Learning Event or Activity:</b>	<a href="#">Click here to enter text.</a>
<b>Workshop/Course Title:</b>	<a href="#">Click here to enter text.</a>
<b>Name of Facilitator:</b> The facilitator should demonstrate a high level of competence and relevant experience	<a href="#">Click here to enter text.</a>
<b>Contact details of Facilitator:</b>	<a href="#">Click here to enter text.</a>

**Information About Your Event continued**

<p><b>Intended duration of the learning event or activity:</b></p>	<p>Click here to enter text.</p>
<p><b>Where is the learning going to take place?</b> Venues/Locations</p>	<p>Click here to enter text.</p>
<p><b>When is it going to take place?</b> Dates/frequency</p>	<p>Click here to enter text.</p>
<p><b>Intended audience and anticipated total number of attendees:</b></p>	<p>Click here to enter text.</p>
<p><b>Brief description of the event or activity content:</b></p>	<p>Click here to enter text.</p>
<p><b>Learning Outcomes:</b> What do you intend for the participants to be able to do after the workshop, course or activity? Example: <i>At the end of the workshop participants will be able to explain business interruption insurance in layman's terms and recognise the trigger points for tailoring the policy coverage to best suit their client's needs.</i></p>	<p>Click here to enter text.</p>
<p><b>Method of verifying attendance:</b></p>	<p>Signed attendance list Scanned barcode Other (provide details)</p>
<p><b>Method of delivery:</b></p>	<p>E-learning Workshop Web seminar (webinar) Other (provide details)</p>

## Information About Your Event continued

### Assessment format:

You must assess the participation, feedback or Q&A session for your learning event. Assessment formal guidelines include but are not limited to:

- Guided Q&A session i.e. you must provide content relevant questions to the participants and then provide the answers, based on the learning that has taken place during the learning event.

Answers should be available for all participants after the learning event.

- An open Q&A session during the learning event that involves all participants;
- Online assessments (attach your Q&As so we can upload these to our learning portal if required);
- Assignments (these will need to be marked by you and feedback provided to participants).

Please contact IBANZ if you would like assistance in designing assessment activities for your event.

Please provide details of your assessment in the space provided, or attach your assessment activity.

[Click here to enter text.](#)

### Course Description

Please attach an outline describing the course content and a copy of the actual presentation and course material(s). This information will be treated confidentially within IBANZ for rating purposes only.

Once a training session has received a CPD rating, (and a Rating Number) it can be delivered at locations throughout New Zealand, without requiring further rating and accreditation. The rating number is valid in that calendar year only. A re-rating can be issued for an identical training session in a new year.

Please submit your application along with the course description, assessment details, a copy of the presentation or other relevant material by email to [info@ibanz.co.nz](mailto:info@ibanz.co.nz)

**Your CPD rating will be confirmed to you within 3 working days.**

### CPD Rating Fees

There is an assessment and approval fee for the initial rating application. This fee will compensate IBANZ for time and expertise to:

- evaluate the application according to the published CPD standards and good practice principles;
- allocate an appropriate number of CPD hours to your learning event;
- issue a valid Rating Number which can be used to deliver CPD events throughout New Zealand in the calendar year in which the Rating Number was allocated;
- monitor and review the quality of IBANZ CPD learning events:
  - collect, collate and analyse participant feedback and assessment data;
  - observe facilitators/trainers and provide constructive feedback for quality improvement purposes.

IBANZ reserves the right to refuse CPD hours for learning events that do not meet the published IBANZ CPD standards and good practice principles. IBANZ reserves the right to withdraw approval for CPD programmes or events at any time for one of the following reasons:

- significant changes to content;
- poor feedback/evaluation of the programme, event or activity;
- misrepresentation of the programme, event or activity;
- complaints about the programme, event or activity which may affect the reputation of IBANZ or IBANZ Members or undermine the integrity of the rating oversight and evaluations we provide.

#### CPD Rating Fees, effective from 1 March 2023

	<b>Fee (excluding GST)</b>
<b>Non IBANZ Members</b>	
Fee to assess and approve the content of the learning event.	\$100
<b>plus</b>	<b>plus</b>
CPD recording fee (up to 100 attendees) including bulk recording of attendees at the event.	\$150
CPD recording fee (up to 250 attendees) including bulk recording of attendees at the event.	\$280
CPD recording fee (unlimited attendees) including bulk recording of attendees at the event.	\$500
<b>IBANZ Member Company/Group</b>	
Fee to assess and approve the content of the learning event.	\$50
<b>plus</b>	<b>plus</b>
CPD recording fee (up to 30 IBANZ attendees) including bulk recording of attendees at the event.	\$50
CPD recording fee (up to 100 IBANZ attendees) including bulk recording of attendees at the event.	\$75
CPD recording fee (up to 200 IBANZ attendees) including bulk recording of attendees at the event.	\$140
CPD recording fee (up to 300 IBANZ attendees) including bulk recording of attendees at the event.	\$250
CPD recording fee (unlimited IBANZ attendees) including bulk recording of attendees at the event.	\$325
<b>IBANZ Individual Member(s)</b>	
Fee to record Level 5 qualification(s) through ANZIF.	\$0
Fee to record Level 5 qualification(s) through PIQ College, Open Polytechnic or Strategi.	\$15
Fee to record any other qualification or learning event.	\$30
<b>Re-rating of Previously Assessed &amp; Approved Events</b>	
Fee to record additional attendees for a previously assessed and approved learning event.	\$30

**Name of Applicant:** [Click here to enter text.](#)

**Signature:** [Click here to enter text.](#)

**Date:** [Click here to enter text.](#)