



ASSOCIATION OF
ADMINISTRATIVE
PROFESSIONALS
NEW ZEALAND INC

Te Kawarangi

AAPNZ - CPD Hours/Points Conversion Table

CPD Opportunity	Points
AAPNZ	
Group meeting – professional development (40 – 60 minutes)	5
Group meeting – networking	0
AGM – must be registered as attending	10
Conference – each session (i.e. Day One x 5/1 hr sessions = 25 points, Day Two x 2/½-day sessions = 20 points)	45
PD Forum – 2 x 1 hr sessions 5 pts each	10
Regional Gatherings (each hour of CPD)	5/hr
Presenting at an AAPNZ Conference, Regional or group meeting (40 – 60 minutes)	10
Chairing a group management team meeting (each)	2
Competency Certificates - Module 1	10
Module 2	20
Module 3	30
Other Events	
Masterclasses 1-day (e.g. Lucy Brazier, Bonnie Low-Kramen & Vickie Sokol-Evans)	20
ACEA™ (5-day course)	100
Webinars (40 – 60 minutes)	5
Attending Executive Secretary LIVE (each day 20 points)	40
Presenting at a conference/workshop 1 session	10
Presenting training per half day	10/½ day
Attending a conference/workshop/training – half day	3
Attending a conference/workshop/training – full day	6
Attending a conference/workshop/training – two days	12
Chairing a conference (each day)	10/day