

Accreditation Renewal Form

To renew your Practitioner Accreditation for the next 12 months, please complete this form and return it with payment of the renewal fee and all required documentation to:

FPA Australia

BPAD Accreditation Scheme

PO Box 1049

BOX HILL VIC 3128

OR

Scan and email all documents to: bpad@fpaa.com.au

For advice on renewing your accreditation, please contact FPA Australia on:

Phone: (03) 8892 3131 or 1300 731 922

Email: bpad@fpaa.com.au

Evidence Checklist

Check that you have completed every section on this form and attach the following:

- Portfolio of evidence (refer Section 6 of the handbook) including:
 - CPD Logbook detailing CPD activities (available from the FPA Australia website).
 - Insurance policy or certificate of currency for public liability insurance—minimum of AUD \$10 million.
 - Insurance policy or certificate of currency for professional indemnity insurance—minimum of AUD \$2 million that includes a list of business activities.
- Recent passport style colour photograph (Optional)
 - If a photo is not provided the photo held on file by FPA Australia will be used for the new ID Card
- Payment of the accreditation renewal fees.

Practitioner Personal Details

Title		First Name		Last Name	
Mailing address					
Suburb		State		Postcode	
Phone		Mobile			
Email					
Company name		BPAD #			

Code of Professional Conduct, Insurance Compliance and CPD points

You are required to sign a declaration in relation to the Code of Professional Conduct and Insurance Compliance as part of your accreditation renewal. Please read the requirements below and complete the declaration at the end of this form.

Code of Professional Conduct

The Fire Protection Association Australia Code of Professional Conduct (the Code) prescribes the principles, standards of behaviour and service delivery requirements expected of accredited individuals under the BPAD Accreditation Scheme.

You must sign the Code of Professional Conduct declaration stating that you will abide by the requirements of the Code and accept any decision if it is determined you have breached the Code.

The Code is located at <http://www.fpa.com.au/fpas/copc.aspx>.

Insurance compliance

BPAD Accredited Practitioners are required to be covered by public and products liability insurance for a minimum amount of \$10 million and professional indemnity insurance for a minimum amount of \$2 million (per occurrence).

You will need to provide evidence that your professional indemnity insurance covers all activities for which you have been accredited. A Certificate of Currency issued by your insurance provider will meet this requirement. (See Section 1 of the Handbook).

You must sign the insurance declaration stating that:

- you personally hold the required level of insurance (insurance is in your name) **OR**
- your insurance cover is provided by the business entity that employs / engages you.

Summary of CPD Activities

To maintain accreditation, BPAD practitioners must accrue a minimum of 25 CPD points in every 12 month period.

Details of acceptable CPD activities and points associated with them can be found in the relevant section of BPAD Handbook

CPD Logbook template can be accessed via SPARK

BPAD Jurisdiction / Category Renewal

Your current accreditation: **BPAD - Level 1**

Your current Jurisdiction(s): **NSW** **VIC** **WA**

Renewal fee payable:

For further information on renewal fees, refer to Section 6 of the Bushfire Planning and Design Accreditation Scheme Handbook. For further information on applying for more than one jurisdiction, refer to Section 4 of the Bushfire Planning and Design Accreditation Scheme Handbook.

Payment Details

<input type="checkbox"/> EFT Payment	FPA Australia - BSB No. 033 083 - Account No. 33 2932		
<input type="checkbox"/> Cheque	Payable to FPA Australia		
<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Amex	
Card No. _____		Exp Date ____/____	
Amount Due:			
Name on card _____		Signature _____	

Note: A tax receipt will be sent as confirmation of your application for renewal.

Declaration

I, the abovementioned practitioner, hereby declare that the particulars contained in this renewal, both in this and the preceding pages, and also in any other documents provided with this renewal are true and correct in every particular. Furthermore I declare that **(please tick boxes)**:

- I have undertaken work consistent with my level of accreditation during the current accreditation period.
- I have read and understood all of the requirements and conditions of the most current version of the Bushfire Planning and Design Accreditation Scheme Handbook for the jurisdiction/s for which I am seeking renewal.
- I understand and will abide by the Conditions of Accreditation specified in the most current version of the Bushfire Planning and Design Accreditation Scheme Handbook and will accept the decisions of FPA Australia or a representative of FPA Australia.
- I consent to the release to FPA Australia of any report, documentation or communication that is held by any government body, client or authority having jurisdiction that was prepared, written or approved by me in relation to any services covered by the BPAD Accreditation Scheme.
- I agree to abide by the FPA Australia Code of Professional Conduct when working as an Accredited Practitioner.
- I hold the required level of insurance in my name **OR** my insurance cover is provided by the business that employs or engages me.
- I have undertaken and completed the required level of Continuing Professional Development as specified in the Bushfire Planning and Design Accreditation Scheme Handbook and have documentary evidence to demonstrate compliance with the requirements.

Signature _____

Date ____ / ____ / ____