

How to use this book

To maintain your Certified Landscape Professional (CLP) status you need to participate in Continuing Professional Development (CPD) activities within the following eight categories:

- Industry Association Membership
- Training and Information Sessions
- Landscape Queensland Industries Inc. Events
- Professional Contributions
- Attending Formal Study
- Writing, Research and Teaching
- Industry Magazine Subscriptions
- Industry Licences

This logbook is used to record your CPD activities. Each time you engage in a CPD activity, record the CPD points you have accrued in the appropriate table in this log book. You do not have to engage in activities in all categories, but the number of CPD points that can be accrued in each category is capped, so you will need to do a variety of activities across several categories.

Please refer to the Landscape Certification Scheme CPD Guidebook for more details on CPD activities.

Verification

You will need to provide some documentation as proof that you have completed those CPD activities as claimed. Additional material that is required to be submitted is outlined in the CPD Guidebook. Make sure you keep copies of this information with your logbook.

Submission

To renew your Certified Landscape Professional status, please submit this completed CPD Logbook and any documentation required plus your completed renewal form to:

Certification Administration Officer
Landscape Queensland Industries Inc.
PO BOX 327
Cleveland, QLD, 4163

Final CPD Point Scores

Please transfer your total CPD Points that you have accrued in each category into the table below. In the Total CPD Points column, either write the Maximum allowed for that category if you have accrued more CPD points than the cap, or write your CPD Points that you have accrued. Add up the Total CPD Points for each category to give your Total CPD Points Accrued.

You need to accumulate at least 25 CPD Points over the two year certification period.

| CPD Category | CPD Points Accrued | Maximum Allowed | Total CPD Points |
|---|--------------------|-----------------|------------------|
| Industry Association Membership | | 10 | |
| Training and Information Sessions | | 10 | |
| Landscape Queensland Industries Inc. Events | | 5 | |
| Professional contributions | | 5 | |
| Formal Study | | 10 | |
| Writing, research and teaching | | 5 | |
| Industry Magazine Subscriptions | | 5 | |
| Industry Licences | | 5 | |
| Grand Total CPD Points | | 25 | |

Thank you for taking the time to invest in your future in the landscape industry. If you have any queries please contact Landscape Queensland Industries Inc. on 07 3286 1746 or visit our website at www.landscap queensland.com.au .

Name: _____

CPD Logbook

Industry Licences

| Provide Activity Details (Licence details, Licence number) | CPD Points Value | Your Score |
|---|-------------------------|-------------------|
| Queensland Building Services Agency (BSA) licence/s | 2/licence/year | |
| Other relevant licence/s: | 1/licence/year | |
| Total CPD Points Accrued for Category | | |
| Maximum Allowed | 5 | |

Name: _____

CPD Logbook

Industry Association Membership

| Activity Details (Membership Number) | CPD Points Value | Your Score |
|---|-------------------------|-------------------|
| Landscape Queensland Industries Inc. | 5/membership | |
| Cairns Landscaping Industry Cluster (CLIC) | 1/membership | |
| Nursery & Garden Industry Queensland (NGIQ) | 1/membership | |
| National Interior Plantscape Association Inc. (NIPA) | 1/membership | |
| Australian Institute of Horticulture (AIH) | 1/membership | |
| Australian Landscape Industries Association Inc. (ALIA) | 1/membership | |
| Master Builders Queensland | 1/membership | |
| Total CPD Points Accrued for Category | | |
| Maximum Allowed | 10 | |

Name: _____

CPD Logbook

Training and Information Sessions

| Activity Details (Event name, location and date attended) | CPD Points Value | Your Score |
|--|-------------------------|-------------------|
| Full day event | Up to 8/day | |
| Landscape Queensland Industries Inc. event - Attendance | 1/attendance | |
| Landscape Queensland Industries Inc. event - Presenting | 2/presentation | |
| Non-Landscape Queensland Industries Inc. event - Attendance | ½/attendance | |
| Non-Landscape Queensland Industries Inc. event - Presenting | 1/presentation | |
| Total CPD Points Accrued for Category | | |
| Maximum Allowed | 10 | |

Name: _____

CPD Logbook

Magazine Subscriptions

| Activity Details (Date of subscription/s) | CPD Points Value | Your Score |
|---|-------------------------|-------------------|
| Australian Horticulture | 1/subscription/year | |
| Greenworld Magazine | 1/subscription/year | |
| Outdoor Design Source | 1/subscription/year | |
| Outdoor Design and Living | 1/subscription/year | |
| Turfgrass | 1/subscription/year | |
| Turfcraft | 1/subscription/year | |
| Landscape Architecture Australia | 1/subscription/year | |
| Other Relevant Publications | 1/subscription/year | |
| Landscape Contractor & Manager Magazine | 1/subscription/year | |
| Other: (YOU HAVE MISSED OUR PUBLICATION – LANDSCAPE LIFESTYLE | 1/subscription/year | |
| Total CPD Points Accrued for Category | | |
| Maximum Allowed | 5 | |

Name: _____

CPD Logbook

Writing, Research and Teaching

| List Activity Details (Item description, location and date) | CPD Points Value | Your Score |
|--|------------------|------------|
| Published writing | 2/article | |
| Published research | 2/article | |
| Teaching | 2/session | |
| Other: | | |
| Total CPD Points Accrued for Category | | |
| Maximum Allowed | 5 | |

Name: _____

CPD Logbook

Landscape Queensland Industries Inc. Events

| Activity Details (Location and Date attended) | CPD Points Value | Your Score |
|--|------------------|------------|
| Annual General Meeting | 2/attendance | |
| General Meetings | 2/attendance | |
| Landscape Construction Excellence Awards night | 3/attendance | |
| Other: | | |
| Total CPD Points Accrued for Category | | |
| Maximum Allowed | 5 | |

Name: _____

CPD Logbook

Professional Contributions

| Activity Details (Event, location and date attended) | CPD Points Value | Your Score |
|---|-------------------------|-------------------|
| Landscape Queensland Industries Inc. (LQII) | 2/attendance | |
| Cairns Landscaping Industry Cluster (CLIC) | 1/attendance | |
| Nursery & Garden Industry Queensland (NGIQ) | 1/attendance | |
| National Interior Plantscape Association Inc. (NIPA) | 1/attendance | |
| Australian Institute of Horticulture (AIH) | 1/attendance | |
| Total CPD Points Accrued for Category | | |
| Maximum Allowed | 5 | |

Name: _____

CPD Logbook

Formal Study

| Activity Details (Course/competency name, course provider, date started and finished) | CPD Points Value | Your Score |
|--|-------------------------|-------------------|
| National Training Package Competencies | 1/competency | |
| Qualifications Attained | 5/qualification | |
| Total CPD Points Accrued for Category | | |
| Maximum Allowed | 10 | |