

REDUCTION OR EXTENSION OF CPD POINTS 2023

This form is for individuals who have experienced extenuating circumstances that have significantly impacted their ability to accrue the 2023 CPD points requirements.

Please complete this application and return to ESSA. The outcome of your application will be provided by email within 10 working days from date of receipt. Applications for the 2023 year will be accepted until 31 January 2024.

Please return completed application to ESSA via email info@essa.org.au. If you have any queries regarding this process, please contact ESSA on 07 3171 3335, or email info@essa.org.au.

PERSONAL DETAILS

Title _____ First Name _____ Last Name _____

ESSA ID _____ Contact phone number _____

Email _____

PLEASE SELECT APPLICABLE REQUEST

Reduction

Extension

REASONS FOR REQUEST

COVID Hardships

Other

Employment Impacts

Parental Leave - Without accreditation on hold

Medical - Personal

Personal Hardship

Medical - Familial

Please provide a full explanation as to why you are requesting a reduction/extension to your ESSA Annual CPD requirements from 1 January 2023 to 31 December 2023:

Timeframe you did not work within your accreditation (Reduction requests only)

From ____ / ____ / 2023 to ____ / ____ / 2023

I have attached documented evidence, e.g. medical certificate; statutory declaration, letter of support

Yes - Please list details

No

NB: Reduction requests will only be considered if supporting evidence is provided.

PLEASE LIST CPD ACTIVITIES COMPLETED IN 2023 TO DATE

Please refer to the [CPD Standards](#) for acceptable activities.

CATEGORY	DATE	POINTS	DESCRIPTION

DECLARATION

The information contained in this form is true and correct.

Applicant's signature _____ Date _____