



COMMUNITY
BROKER
NETWORK

Learning Centre Update

As we head into the final quarter of 2019, we thought it timely to remind everyone of CBN's Continuing Professional Development requirements.

We require all authorised brokers to obtain a minimum of 25 points in a calendar year. These can be from any professional development undertaking which relates to your role as a general insurance adviser.

We recognise that the role includes a considerable component of reading professional material, and we grant 7 points per year for that.

Authorised brokers who work part-time are still required to achieve this standard – the level of skill and knowledge required to provide competent advice to clients does not reduce with a reduction in working hours.

We use the Learning Centre to record CPD points, so if you have certificates from external training opportunities, please upload them for approval. Attached [are Quick Reference Guides](#) on logging in (if you have never done so) and [Recording External Training](#). You can also check your training history (including your point tally) at any time in the Learning Centre, and a guide to do that is also [attached](#).

You do not have to upload certificates issued by CBN for our webinars, PD Days or conference – these are generated from within the Learning Centre and are added to your record automatically.

A final note in relation to webinars delivered by CBN. We recognise that sometimes you may have issues with technology or get held up on a call. However, we would like to make it clear that certificates will not be issued for anyone who misses ten minutes or more of a webinar. All our sessions are recorded and uploaded as courses in the Learning Centre, usually within 3 days of the live webinar, so if you miss more than ten minutes, you have the opportunity to watch the entire recording and still earn a point.