



CPT Annual Update

Southern Africa Professional Trainers Association

Please Note:

- This update is necessary to retain your CPT Status.
- The document does not serve to update personal details or to increase CPT ranking. Please liaise with the SAPTA office manager regarding such requests.
- Local CPT's must update annually and International CPT's must update every 36-months.

Name:					
SAPTA Member Number:					
I spend more than 60% of my time on occupational training:			Evidence Attached		
CPD Point Accumulated		Date From		Date To	
Your membership category:		Local		International	
Category: Local CPT					
To continue local certification, the applicant must prove that they have:					
<ul style="list-style-type: none"> • Been contracted / employed to conduct 30 different training interventions over the last 12-months. 					
Please indicate your attached evidence below:				Actual Numbers	Evidence Pieces
How many training interventions have you run over the last 12-months					
Evidence Provided:					Submitted
Employer / Customer letters confirming training interventions over last 12-months					
Auditors report / financial statements confirming training interventions over last 12-months					
Invoices & bank statements confirming training interventions over last 12-months					
Other					

Category: International CPT

To continue international certification, the applicant must prove that they have been contracted / employed to conduct:

- 100 different training interventions over the last 36-months.
- 30 different training interventions outside his/her country of residence over the past 36-months; and
- Training interventions in 5 or more countries during the last 36 months.

Please attached evidence for information below:	Actual Numbers	Evidence Pieces
How many training interventions have you run over the last 36-months		
How many countries have you worked in over the last 36-months		
How many interventions have you run outside your country of residence over the last 36 months		
Evidence Provided:		Submitted
Employer / Customer letters confirming training interventions and location over last 36-months		
Auditors report / financial statements confirming training interventions and location over last 36-months		
Invoices & bank statements confirming training interventions and location over last 36-months		
Other		

Please forward this document with all evidence attachments to the [SAPTA Office Manager](#):

- Annelize Burger
- (T) +27 12 567 2824
- (M) +27 71 873 2568
- hello@saptaonline.org