

Write or tick in the grey boxes only.

Choose **any one** of the options below (A to D) for **each** of your qualifications.

If you have more than 3 qualifications, please fill out another sheet.

Enter qualification names here e.g. Rock 1, Bush 2:			
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Logged instructional and personal time

Logged time means days of 4 hours or more logged in the 3 year revalidation period.

Logging instructional and personal time is an important part of maintaining currency.

Attendance at a training event or workshop, observing a course, or industry conference = personal days

Summary of your logbook

Logged personal days	Logged instruct days	Logged personal days	Logged instruct days	Logged personal days	Logged instruct days
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<p>Option A. Attend a NZOIA Revalidation Refresher Workshop</p> <p>This is the normal requirement to maintain currency, regardless of how many days you have logged. Bring your logbook to the Revalidation Workshop.</p>	/ / Workshop date	/ / Workshop date	/ / Workshop date
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<p>Option B. Attend a NZOIA Training Workshop for a higher qualification</p> <p>The higher qualification must be in the relevant discipline. Bring your logbook to the Training Workshop.</p>	/ / Workshop date	/ / Workshop date	/ / Workshop date
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<p>Option C. Sign-off by Assessor or Approved Employer</p> <p>NZOIA Assessor - current Assessor of relevant discipline, or Your employer - approved by NZOIA</p> <p>Assessor or manager signs to attest that they have evaluated your performance in that discipline, and you are current in that discipline at the appropriate level. Apply to NZOIA for the Sign-off form, and make sure you have attached it to this form.</p> <p>Option C is possible every second cycle of 3 years only.</p>	Name of assessor or manager	Name of assessor or manager	Name of assessor or manager
	Their signature	Their signature	Their signature

<p>Option D. Shelve</p> <p>If you no longer instruct in a particular discipline then you should put your qualification on hold. If you require it in the future for work, you will have to demonstrate that you have achieved currency by successfully attending a Revalidation Refresher Workshop and logging some personal time. After a period of 5 years on hold you will be required to re-sit the full assessment. Full or Associate membership of NZOIA must be maintained while a qualification is on hold. If membership is not maintained an additional admin fee will be payable on re-joining.</p>	✓	✓	✓
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With this form I have included both:



A copy of a current First Aid certificate



Assessor / Employer Sign-off form (where relevant under Option C)

Name:

Signature:

Date: / /