

Continuing Professional Development - DETAILED ACTIVITY RECORD (One sheet per year. Overflow on back.)

FROM (mon/yr):	TO (mon/yr):
NAME:	MEMBER #:

Professional Practice - 1 PDH per 15 hours of professional practice

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL					

PDH/year that may be claimed **50 max**

Formal Activity - courses through universities, colleges, employers, industry, technical societies > 1/2 day - 1 PDH per hour in course

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL					

PDH/year that may be claimed **30 max**

Informal Activity - self directed study, attendance at conferences/meetings, discussion with peers, courses < 1/2 day - 1 PDH per hour

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL					

PDH/year that may be claimed **30 max**

Participation - mentoring, public boards, technical/professional committees or societies, community involvement - 1 PDH per hour

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL					

PDH/year that may be claimed (max 10 PDH for community service) **20 max**

Presentations - technical/professional presentations at conference/meeting, course/workshop - 1 PDH per hour prep & delivery

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL					

PDH/year that may be claimed **20 max**

- Contributions to Knowledge - development of published Codes or Standards - 1 PDH per hour committee work; 15 PDH per patent;**
 - 15 PDH per article published in peer reviewed journal; 10 PDH per article published in non-reviewed journal
 - 1 PDH per hour of review articles for publication; 1 PDH per hour of editing articles for publication

DATE (dd-mm-yr)	DESCRIPTION / TITLE OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Period
PERIOD SUBTOTAL					

PDH/year that may be claimed **30 max**

TOTAL FOR ALL ACTIVITIES DURING ANNUAL PERIOD			
PREVIOUS THREE YEAR TOTAL			

Signature _____

Date _____