APPENDIX IV

Program and Activity Record (Blank Forms)

- Member Profile
- Activity Summary
- Professional Practice
- Formal Activity
- Informal Activity
- Technical Participation
- Non-Technical Participation
- Presentation
- Contribution to Knowledge

For your convenience, an electronic version of the Professional Development Worksheet in Microsoft Excel form is available to be downloaded from our website at http://www.apepei.com/publications/pub_det.asp?id=3.

MEMBER PROFILE				
From: (month/year)		To: (month/year)		
Name:		Member #: Licence #		
Newly Acquired Academi				
Degree	Discipline	School	Date	
Individual Scope of Practic	e (Refer to Guide)			
Job Title				
Industry of Practice				
Professional Specialization				
Duties (if changed since las	et renort)			
Duties (if changed since las	st report)			
Level of Responsibility and	l impact (if changed since las	t report)		
1	1 \ 3	1 /		
Knowledge, Skills and Judg	gement Required (Current an	d possible future role)		
	•	,		
<u> </u>				
Cianatura		Data		
Signature:		Date:		

This form to be re-submitted to APEPEI within 60 days of any changes.

ACTIVITY SUM	IMARY			APEPEI Continuin	ig Professi	onai Deve	eiopinent Program
From: (month/yea				To: (month/year)			
Name:				Member #:		Licence	#
Category	Maximu PDHs a per y	llowed	PDHs earned in current reporting year	PDHs carried over from previous reporting year	PDHs cla curi reportin (up to ma	rent ng year	PDHs from current reporting year carried to next year
Column 1	Colu	mn 2	Column 3	Column 4	Colu	mn 5	Column 6
Professional Practice 1 PDH/20 Hrs	40	0					
Formal Activity 1 PDH/ 1Hr	30	0					
Informal Activity 1PDH / 1 Hr	30	0					
Technical Participation 1 PDH / 1 Hr	20	0					
Non-Technical Participation 1 PDH / 1 Hr	10	0					
Presentation 5 PDHs / 1 Hr	20	0					
Contributions to Knowledge	30	0					
Total PDHs	18	30					

Signature:	Date:

Note: This Form to be submitted to APEPEI annually with dues by January 31.

Remember to keep a copy of this form for your records

Only PDHs earned in the current reporting year that are not required for claiming the maximum allowed per year in a category may be carried forward to the next year.

PROFESSION	NAL PRAC'	TICE		8				
From: (month/year)		To: (month/year)						
Name:			Member #:		Licence	: #		
Professional Pr								
Active Professional Practice is considered to be a significant factor contributing to maintaining and improving knowledge and skills			1 PDH per 20 hours of professional work within your scope of practice. Maximum of 40 PDHs per year					
Activity Detail								
Date		Activity Description		Hours S	pent	PHDs earned		
			Total:					
Signatura			Date:					
Signature:			Date.					

FORMAL A	ACTIVITY			APEPEI Contir	nuing Pro	ofessi	onal Develo	opment Program
From: (mont	h/year)			To: (month/year)				
Name:				Member #:			Licence #	
 Formal Activity courses provided through universities, technical insticulties industry sponsored courses, programs, and seminars employer training programs and structured on-the-jo short courses provided by technical societies, industried educational institutions. 			b training	1 PDH per hour or 10 PDHs per CEU Maximum of 30 PDHs per year				
Activity Det		to Donaistica		0		TT.	C	DUD
Date	Activi	ty Description		Organizer		Ho	ours Spent	PHDs earned
		m 1						
		Total:				<u> </u>		
Signature:				Date:				

Enter total PDHs earned from this form to the Activity Summary form. **DO NOT SUBMIT THIS FORM.** Retain in case of audit.

INFORMA	L ACTIVITY		1	APEPEI Continuing Pr	rofessi	onal Develo	opment Program
From: (mont	h/year)			To: (month/year)			
Name:				Member #:	Licence #		
Informal Act					1 DD	H per hour	
 Examples include: Self-directed study Attendance at conference, technical sessions, talks, seminars, vand industry trade shows Attendance at meetings of technical, professional or manageria associations or societies Structured discussion of technical or professional issues with professional individual issues with professional issues with professional iss			managerial	Maximum of 30 PDHs per year			
Activity Det	ail						
Date		ty Description		Organizer	Но	ours Spent	PHDs earned
	ı	Total:					
Signature:				Date:			

Technical P	articipation			APEPEI Contii	nuing Pro	ofessi	onal Develo	opment Program
From: (mont				To: (month/ye	ear)			
Name:				Member #:	Licence #		Licence #	
Technical Pa	articipation							
Examples In	clude:				1 PDH	per h	our of servi	ce
		for engineers or technic es that draw on your pro						
		ad-hoc committees of to			Maxim	um o	f 20 PDHs ₁	per year
professio	onal or manage	rial associations or soc	ieties	,				
		onal activities such as s	science	e fair judging				
or career	days							
Activity Det	ail							
Date	Activi	ity Description		Organizer		Но	urs Spent	PHDs earned
		Tr_4 1			1		1	
		Total:						
Signature:				Date:				

Non-Techni	cal Participati	ion						
From: (month/year)			To: (month/year)					
Name:				Member #:		Licence #		
	cal Participatio	n		I .	1 DDH	1		
 Examples Include: Active service for professional, service, charitable, church organizations, coaching league sports teams Elected public service on municipal, provincial or for school boars. 				s, etc.				
Activity Det	ail							
Date	Activi	ity Description		Organizer	I	Hours Spent	PHDs earned	
	<u> </u>	Tr.4 1						
		Total:						
Signature:				Date:				

Enter total PDHs earned from this form to the Activity Summary form. **DO NOT SUBMIT THIS FORM.** Retain in case of audit.

Presentation	ne.			APEPEI Conti	nuing Pro	ofessional Devel	opment Program
From: (month				To: (month/ye	ear)		
Name:				Member #: Licence #			
Presentations	}						
A confereA course,Your conprofession	clude presentatence or meeting, workshop or someone or at an and organization youth organ	g seminar event sponsored by a to on	echnic	cal or		per hour of presoum of 20 PDHs	
Activity Deta	ail						
Date	Activi	ty Description		Organizer		Hours Spent	PHDs earned

Signature:	Date:
Signature.	Date.

Total:

Contributions to Knowledge From: (month/year) To: (month/year) Member #: Licence # Name: Contributions to Knowledge Examples include presentations at: Variable development of published codes and standards (one PDH per hour (refer to manual) of committee work) patents (15 PDHs per patent application filed) publication of papers in a peer-reviewed technical journal (30 PDHs Maximum of 30 PDHs per year per paper published) production/dissemination of technical information through various media such as journals, books, audio tapes, video tapes or electronic media such as CD-ROMs, Internet, etc. (10 PDHs per occurrence, maximum of 10 PDHs per year may be claimed) reviewing/editing technical information before dissemination/ publication (1 PDH per hour of review, a maximum of 10 PDHs per year may be claimed). **Activity Detail** Date **Activity Description** Organizer Hours Spent PHDs earned Total: Signature: Date: