

**CPD REPORTING TEMPLATE**

Name:

Reporting period:

(Include description of activity, # of CPD hours achieved, website link or host for each activity)

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| **Learning** | **Formal Learning (**Professional Development)**:** Seminars/ Workshops/ Symposiums/Webinars/ Conferences/ Learning Events, online or in-person. Must include a learning component.  *Based on instructional hours (no maximum hours per two-year reporting period provided that the student can demonstrate the link to the competencies).* |  |
| **Formal Learning** (Post Secondary Institutions): Undergraduate or Graduate Credit Course at a university, college, or technical institute.  *Based on instructional hours. (no maximum hours per two-year reporting period provided that the student can demonstrate the link to the competencies)* |  |
| **Self-directed Learning:** Listening to a podcast, reading a blog, a book or article.  *Maximum of 5 hours per two-year reporting period.* |  |



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| **Community Leadership/ Volunteerism** | Serving on a Board / Committee / Task Force with a not-for-profit, professional/trade association, or charity.  Must be outside of normal job responsibilities.  *Based on actual time contributed (not to exceed 12 hours per two-year reporting period).* |  |



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| **Knowledge Sharing** | Knowledge sharing through formal professional **networking**.  Must include knowledge sharing opportunity.  *Based on actual hours of activity (maximum 3 hours per two-year reporting period)* |  |
|  | **Teaching/Facilitating** a Course, Workshop, Webinar, Symposium, or Seminar for the first time. Credit is granted for the first time the course/seminar is taught.  *Based on instructional hours.* |  |
|  | **Developing** a new course, workshop, webinar, symposium, or seminar for the first time. Credit is granted for the first time the learning session is developed.  *Based on preparation time (maximum 5 hours per two-year reporting period).* |  |
|  | Keynote **Speaker**/Guest Speaker at a professional learning event.  *Based on 1 hour for each hour of speaking.* |  |
|  | Publications: **Authoring** a formal professional blog, published article, or book  *Based on preparation time (maximum 5 hours per two-year reporting period).* |  |
|  | Mentorship: **Acting** as a one-on-one mentor, outside of normal job responsibilities (cannot include direct reports). There must be a signed agreement between the mentor and mentee as part of the formal mentoring relationship.  *Based on meeting time (maximum 5 hours per two-year reporting period).* |  |
|  | Roundtables: **Participating** in a round table event where all participants are sharing knowledge.  *Based on duration of the event (maximum 4 hours per two-year reporting period).* |  |