

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.aepei.com/publications/pub_det.asp?id=3.

MEMBER PROFILE

From: (month/year)		To: (month/year)	
Name:		Member #:	Licence #

Newly Acquired Academic Qualification

Degree	Discipline	School	Date

Individual Scope of Practice (Refer to Guide)

Job Title	
Industry of Practice	
Professional Specialization	

Duties (if changed since last report)

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Level of Responsibility and impact (if changed since last report)

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Knowledge, Skills and Judgement Required (Current and possible future role)

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Signature:	Date:
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APEPEI Continuing Professional Development Program

ACTIVITY SUMMARY

From: (month/year)		To: (month/year)	
Name:		Member #:	Licence #

Category	Maximum # of PDHs allowed per year	PDHs earned in current reporting year	PDHs carried over from previous reporting year	PDHs claimed for current reporting year (up to maximum)	PDHs from current reporting year carried to next year
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Professional Practice 1 PDH/20 Hrs	40				
Formal Activity 1 PDH/ 1Hr	30				
Informal Activity 1PDH / 1 Hr	30				
Technical Participation 1 PDH / 1 Hr	20				
Non-Technical Participation 1 PDH / 1 Hr	10				
Presentation 5 PDHs / 1 Hr	20				
Contributions to Knowledge	30				
Total PDHs	180				

Signature:	Date:
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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.

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FORMAL ACTIVITY

From: (month/year)		To: (month/year)	
Name:		Member #:	Licence #

Formal Activity

<ul style="list-style-type: none"> courses provided through universities, technical institutes, and colleges industry sponsored courses, programs, and seminars employer training programs and structured on-the-job training short courses provided by technical societies, industry, or educational institutions. 	<p>1 PDH per hour or 10 PDHs per CEU</p> <p>Maximum of 30 PDHs per year</p>
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Activity Detail

Date	Activity Description	Organizer	Hours Spent	PHDs earned
Total:				

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

INFORMAL ACTIVITY

From: (month/year)		To: (month/year)	
Name:		Member #:	Licence #

Informal Activity

<p>Examples include:</p> <ul style="list-style-type: none"> • Self-directed study • Attendance at conference, technical sessions, talks, seminars, workshops and industry trade shows • Attendance at meetings of technical, professional or managerial associations or societies • Structured discussion of technical or professional issues with peers 	<p>1 PDH per hour</p> <p>Maximum of 30 PDHs per year</p>
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Activity Detail

Date	Activity Description	Organizer	Hours Spent	PHDs earned
Total:				

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

APEPEI Continuing Professional Development Program

Technical Participation

From: (month/year)		To: (month/year)	
Name:		Member #:	Licence #

Technical Participation

<p>Examples Include:</p> <ul style="list-style-type: none"> Mentoring to EITs, junior engineers or technician/technologist Service on public bodies that draw on your professional expertise Service on standing or ad-hoc committees of technical, professional or managerial associations or societies Participation in educational activities such as science fair judging or career days 	<p>1 PDH per hour of service</p> <p>Maximum of 20 PDHs per year</p>
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Activity Detail

Date	Activity Description	Organizer	Hours Spent	PHDs earned
Total:				

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

APEPEI Continuing Professional Development Program

Presentations

From: (month/year)		To: (month/year)	
Name:		Member #:	Licence #

Presentations

<p>Examples include presentations at:</p> <ul style="list-style-type: none"> • A conference or meeting • A course, workshop or seminar • Your company or at an event sponsored by a technical or professional organization • School and youth organizations 	<p>5 PDH per hour of presentation</p> <p>Maximum of 20 PDHs per year</p>
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Activity Detail

Date	Activity Description	Organizer	Hours Spent	PHDs earned
Total:				

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

APEPEI Continuing Professional Development Program

Contributions to Knowledge

From: (month/year)		To: (month/year)	
Name:		Member #:	Licence #

Contributions to Knowledge

<p>Examples include presentations at:</p> <ul style="list-style-type: none"> • development of published codes and standards (one PDH per hour of committee work) • patents (15 PDHs per patent application filed) • publication of papers in a peer-reviewed technical journal (30 PDHs 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). 	<p>Variable (refer to manual)</p> <p>Maximum of 30 PDHs per year</p>
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Activity Detail

Date	Activity Description	Organizer	Hours Spent	PHDs earned
Total:				

Signature:	Date:
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