

# Re-Certification Activity Record

Use this template to keep track of your Professional Development activities. You will need to submit this record with supporting documentation if you are chosen for a random audit. Keep this record and any supporting documentation on file for 18 months after you submit your re-certification form. (Note: You will receive a reminder to submit your Re-Certification Reporting Form at the time of your CIPS membership renewal)

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| Member Name |  |
| Reporting Period | From: To: |

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| Development TypeEducation/Giving Back | Activity | Credits | Evidence | Date of Activity |
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* **Development Type:** Professional Development Credits fall into two areas: **Education** and **Giving Back to the Profession**. Education includes: Informal learning and development, formal learning and development, formal teaching and writing and reading or research. Giving back to the profession includes providing non compensated volunteer services to an ICT related organization.
* **Activity:** This is the detail of the activity. This could be the name or level of a course, or the type of volunteer contribution you made.
* **Credits:** See the CIPS [Re-certification Policies and Procedures Handbook](http://www.cips.ca/sites/default/files/Re-Certification_Policy_June_2013.pdf) for credits achieved per activity
* **Evidence:** Evidence that you have completed the activity. For example, a certificate or a letter from an organization indicating you contributed relevant volunteer time. In some cases you may have no evidence (i.e. if you read a book).