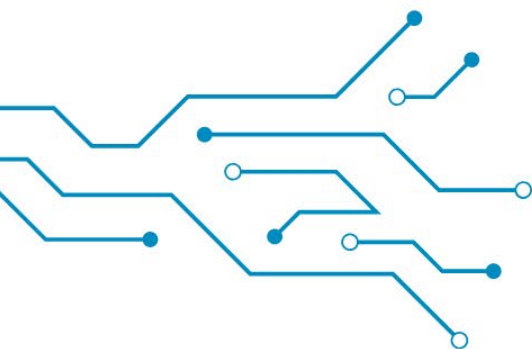# Continuing Professional Development Log

Customer Name: _____

Customer Number: _____

EXEMPLAR GLOBAL

EXPECTATIONS

Continuing professional development (CPD) is an ongoing requirement to undertake education, maintain a current knowledge base and improve skills and knowledge. All professionals are expected to take ownership of their learning and development needs and develop a plan to indicate how they might meet these objectives.

To maintain your certification, you are expected to complete a minimum of 30 hours CPD for every year of renewal. The CPD year runs for 12 calendar months from the date Personnel Certification is granted and may be audited as part of the renewal process. Continuing professional development should be selected from a range of categories.

CPD Category	Description
Professional Development *Maximum 20 hours allowed per year*	Conference, seminars, workshops, webinars or forums. Must be verified by the company you work for by having your manager/supervisor sign your CPD Log, certificate of completion, attendance roster, or similar. Must be relevant toward the certification you obtain.
Employment *Maximum 20 hours allowed per year*	Must be verified by obtaining a letter from your employer on company letterhead from a manager/supervisor who can verify your job title, duties, employment status and time with the company. Employment must be relevant to our certification.
Instructor Courses: Teaching or Leading Courses *Maximum 20 hours allowed per year*	All courses must clearly apply to the certification you obtain. Must be verified by either having your employer sign your CPD log or submitting the student attendance list with your details as their instructor.
Student Courses Completed *Maximum 20 hours allowed per year*	All courses must relate to the certification you obtain. Must be verified by submitting a certificate of attendance from the training provider.
Certification *10 hours per additional certification with a maximum of 20 hours allowed per year. Initial certification only. Must have been granted during the recertification period.*	Certifications awarded by technical or professional societies. Must be verified by submitting a copy of your certificate or card from the technical or professional society.
Meetings (Technical/Industry Association) *Allowing 2 hours per meeting with a maximum of 10 hours per year.*	Participation in regular meetings with technical societies. Meetings must be technically or professionally based; internal company meetings do not apply.
Committees *Maximum 25 hours allowed per year.*	Committee work encompasses professional associations and must contribute to the advancement of the certification discipline.
Publishing *Maximum 20 hours allowed per year.*	Published articles or papers based on the current industry you are certified in, including submissions for the iNARTE newsletter. You might verify your writing activities through: • published tables of content and date of publication • copies of published articles and date of publication • letters or emails from publishers, editors, course organizers These should be accompanied by a record of the time you spent. You should not count writing which is part of your role.

Please email your CPD log with supporting documents as evidence to admin@inarte.org during your certification renewal.

PROFESSIONAL DEVELOPMENT

Date Completed (dd/mm/yyyy)	Duration in Hours	Providing Organization: • Company name • Company Address • Contact Name • Phone Number	Describe Subjects Covered	Sponsor Verification (See the Guidance page for verification)

EMPLOYMENT

Date Employed (dd/mm/yyyy)	Employer Details: • Company name • Company Address • Contact Name • Phone Number	Job Title	Job Description	Sponsor Verification (See the Guidance page for verification)

INSTRUCTOR COURSES

Date Completed (dd/mm/yyyy)	Number of Hours	Educational Institute: • Company name • Company Address • Contact Name • Phone Number	Course Name	Sponsor Verification (See the Guidance page for verification)

STUDENT COURSES COMPLETED

Date Completed (dd/mm/yyyy)	Number of Hours	Educational Institute: • Company name • Company Address • Contact Name • Phone Number	Course Name	Sponsor Verification (See the Guidance page for verification)

CERTIFICATION

Date Completed (dd/mm/yyyy)	Number of Hours	Certification Body • Company name • Company Address • Contact Name • Phone Number	Certification Completed	Sponsor Verification (See the Guidance page for verification)

MEETINGS

Date Completed (dd/mm/yyyy)	Number of Hours	Industry Association • Company name • Company Address • Contact Name • Phone Number	Meeting Topic	Sponsor Verification (See the Guidance page for verification)

Date Completed (dd/mm/yyyy)	Number of Hours	Committee Details • Who was the chair • Who was the member leader	Committee Topic	Sponsor Verification (See the Guidance page for verification)

PUBLISHING

Date Completed (dd/mm/yyyy)	Number of Hours	Type of Article	Title of Article	Sponsor Verification (See the Guidance page for verification)