

# Continuing Professional Development DETAILED ACTIVITY RECORD

END DATE (mon/yr):	START DATE (mon/yr):
NAME:	MEMBER #:

**Professional Practice - 1 PDH per 15 hours of professional practice - 10 PDHs per CEU obtained**

DATE (dd-mm-yy)	DESCRIPTION OF COMPLETED ACTIVITIES	ORGANIZER/PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Year
PERIOD SUBTOTAL					

PDH/year that may be claimed **50 max**

**Formal Activity - courses through universities, colleges, employers, industry, technical societies > 1/2 day - 1 PDH per hour in course**

DATE (dd-mm-yy)	DESCRIPTION OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Year
PERIOD SUBTOTAL					

PDH/year that may be claimed **30 max**

**Informal Activity - self directed study, attendance at conferences/meetings, discussion with peers, courses < 1/2 day - 1 PDH per 2 hours**

DATE (dd-mm-yy)	DESCRIPTION OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Year
PERIOD SUBTOTAL					

PDH/year that may be claimed **30 max**

**Participation - mentoring, public boards, technical/professional committees or societies, community involvement - 1 PDH per hour**

DATE (dd-mm-yy)	DESCRIPTION OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Year
PERIOD SUBTOTAL					

PDH/year that may be claimed **20 max**



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**Presentations - technical/professional presentations at conference/meeting, course/workshop - 4 PDHs per hour of presentation & design**

DATE (dd-mm-yy)	DESCRIPTION OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Year
PERIOD SUBTOTAL					

PDH/year that may be claimed **20 max**

**Contributions to Knowledge - development of published Codes or Standards - 1 PDH per hour committee work; 15 PDHs per patent; 30 PDHs per article published in peer reviewed journal; 30 PDHs per thesis dissertation; 60 PDHs per published book over 2 years; 10 PDHs per article published in non-reviewed journal; 1 PDH per hour of reviewing articles for publication; 1 PDH per hour of editing articles for publication**

DATE (dd-mm-yy)	DESCRIPTION OF COMPLETED ACTIVITIES	ORGANIZER / PROVIDER	VALUE		
			PDHs Earned	PDHs Claimed	Carry Over to Next Year
PERIOD SUBTOTAL					

PDH/year that may be claimed **30 max**

<b>TOTAL FOR ALL ACTIVITIES DURING ANNUAL PERIOD</b>			
<b>PREVIOUS THREE YEAR TOTAL</b>			

Signature \_\_\_\_\_

Date \_\_\_\_\_

