



## Continuing Professional Development (CPD) Plan

Registrant Information			
Name:		Reporting Year:	
Designation:		Member Number:	

Practice Information	
Job Title:	
Area of Practice:  <i>(see Section 2.1 of the CPD Program Document for more information)</i>	

CPD Plan Steps:
<p>Continuing Professional Development (CPD) is the process of developing, and continuously maintaining, the skills and knowledge needed to perform in a professional capacity. The starting point is to develop an annual plan that will assist in gaining or refining the required knowledge, skills and abilities for the member's technical practice and personal professional development.</p> <p>Judgement should be used in selecting activities that relate to the individual's area (scope/field) of practice and that work best for their continued learning. <b>Members must also ensure the minimum annual amount of verifiable credits are obtained.</b> A CPD Plan will help identify gaps between what is already known and what needs to be known.</p> <p>An effective CPD Plan follows six steps:</p> <ol style="list-style-type: none"><li>1) <b>Identify where you are</b> – What combination of professional responsibilities, knowledge, skills and abilities do you currently have.</li><li>2) <b>Identify current and future professional goals</b> – What skills and abilities are required for your current and future career.</li><li>3) <b>Plan your program</b> – Identify the skills and abilities to focus on during the current year and determine how that knowledge will be obtained.</li><li>4) <b>Execute the plan</b> – Undertake the CPD activities identified by your plan.</li><li>5) <b>Record and Report</b> – Document all activities you undertake. This not only helps you fulfill your reporting requirements but also enables you to track which CPD Activity categories and knowledge areas have been addressed and identify those that may need further attention.</li><li>6) <b>Repeat</b> – Return to step one on an annual basis to re-evaluate your CPD Program and make revisions as necessary.</li></ol>

**Continuing Professional Development Plan**

Knowledge or Skill to be developed <i>(remember that both technical skills and professional skills are eligible for credit)</i>	Learning Activity Planned (Course, Activity or Event)	CPD Activity Category	Number of verifiable credits (if applicable)	Target Date of Completion

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date