



## CPD QUICK GUIDE

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1. COURSES / WORKSHOPS	2. CONFERENCES	3. SEMINARS	4. STUDIES LEADING -FORMAL ASSESSMENT
<ul style="list-style-type: none"> <li>Agenda (for rating)</li> <li>Certificate</li> <li>'Thank you' email from provider</li> </ul>	<ul style="list-style-type: none"> <li>Agenda (for rating)</li> <li>Certificate</li> <li>'Thank you' email from provider</li> </ul>	<ul style="list-style-type: none"> <li>Agenda (for rating)</li> <li>Certificate</li> <li>'Thank you' email from provider</li> </ul>	<ul style="list-style-type: none"> <li>Exam results</li> <li>Official courses (Topics in Addendum A, CPD Policy)</li> <li>Certificate</li> </ul>
5. STRUCTURED SELF-STUDY	6. INDUSTRY COMMITTEE PARTICIPATION	7. ILA LECTURE / INDUSTRY PRESENTATION	8. MATERIAL DEVELOPMENT or UPDATING
<ul style="list-style-type: none"> <li>Training plan</li> <li>Schedule of completed verifiable activities with time allocation</li> <li>Letter from mentor confirming self-study period</li> </ul>	<ul style="list-style-type: none"> <li>Agenda (for rating)</li> <li>Front page of minutes of meeting confirming attendance</li> </ul>	<ul style="list-style-type: none"> <li>Presentation used with research time declaration</li> <li>Lesson plan with research time declaration</li> </ul>	<ul style="list-style-type: none"> <li>Log or Copy of Journal of research hours spent</li> <li>Date of publication</li> <li>List of resources used</li> </ul>
9. MENTORSHIP	10. WRITING ARTICLES	11. PROFESSIONAL READING	
<ul style="list-style-type: none"> <li>6 monthly progress reports</li> <li>Copy of logbook/journal (hours spent mentoring)</li> </ul>	<ul style="list-style-type: none"> <li>Copy article and time declaration of hours spent on research</li> <li>Number of words</li> </ul>	<ul style="list-style-type: none"> <li>Copy of Article or publication</li> <li>Copy of logbook/journal (hours spent reading)</li> </ul>	
<b>DO NOT SUBMIT AS EVIDENCE</b>	<b>1.Invoices or Receipts</b>	<b>2.Travel docs such as air tickets, car hire, hotel, etc</b>	<b>3.Event correspondence such as emails, letters etc</b>