**Continuing Professional Development Guidance**

**20 hours of continuing professional development (CPD) per year is required for recertification.**

|  |  |
| --- | --- |
| **Professional Development** | Attendance at conference, seminars, workshops, webinars, or forums. Must provide evidence of attendance, such as certificate of attendance or name tag or be verified by the company you work for by having your manager or supervisor sign your CPD Log. Must be relevant to your certification(s). **Please attach evidence.**  **Maximum 16 hours allowed.** |
| **Instructor Courses: Teaching or Leading Courses** | All courses must clearly apply to the certification(s) you hold. Must be verified by submitting course information and attendance list with your details as the instructor.  **Maximum 16 hours allowed.** |
| **Student Courses Completed** | All courses must relate to the certification(s) you hold. Must be verified by submitting a certificate of attendance from the training provider.  **Maximum 16 hours allowed.** |
| **Auditing** | Audit activities, including planning audits, conducting audit interviews, managing an audit program, drafting audit reports, drafting nonconformity reports, drafting audit working documents, reviewing documentation, conducting on-site audits, performing nonconformity follow-up actions, and leading audit teams. Audit log submission required.  **Maximum 16 hours allowed.** |
| **Publishing** | Published articles, media reviews, and/or papers based on the current industry you are certified in. Must submit evidence of publication.  **Maximum 8 hours allowed.** |
| **Certus Scheme Committee or Exam Development** | Participation in the exam development cycle for established Certus personnel certification schemes. The emailed letter from the Certus project representative detailing the number of CPD hours. The submitted letter must be addressed to you and is validated against internal participation logs.  **Maximum 8 hours allowed.** |
| **Technical Committee Participation** | Active participation in ISO, IEC, IAF, or other similar technical committees. Must provide evidence of membership and attendance at meetings.  **Maximum 16 hours allowed per year.** |

**Professional Development—Maximum 16 Hours**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
| Date Completed  (mm/dd/yyyy) | Duration in Hours | Provider Details:   * Name * Contact Phone Number | Subjects Covered | Sponsor Verification If Needed (See the Guidance page for verification.) |
|  |  |  |  |  |

**Instructor Courses: Teaching or Leading Courses—Maximum 16 Hours**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
| Date Completed  (mm/dd/yyyy) | Number of Hours Obtained | Educational Institution:   * Company Name * Contact Name * Contact Phone Number | Course Name Delivered | Course Content Overview  (Also submit attendee list.) |
|  |  |  |  |  |

**Student Courses Completed—Maximum 16 Hours**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
| Date Completed  (mm/dd/yyyy) | Number of Hours Obtained | Educational Institute:   * Company name * Contact Name * Contact Phone Number | Course Name | Sponsor Verification If Needed (See the Guidance page for verification.) |
|  |  |  |  |  |

**This form must be signed and dated before submission. See last page for declaration.**

**Publishing—Maximum 8 Hours**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
| Date Completed  (mm/dd/yyyy) | Number of Hours Obtained | Type of Publication | Title of Publication | Evidence of Publication |
|  |  |  |  |  |

**Certus Scheme Committee or Exam Development—Maximum 8 Hours**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
| Date Completed  (mm/dd/yyyy) | Number of Hours Obtained | Name of Scheme Committee or Exam | Evidence Submitted | Certus Contact |
|  |  |  |  |  |

**Technical Committee Participation—Maximum 16 Hours**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
| Date Completed  (mm/dd/yyyy) | Number of Hours Obtained | Name of Technical Committee | Evidence Submitted | Committee Contact |
|  |  |  |  |  |

**Auditing Experience—Maximum 16 Hours**

Please submit your audit log along with this log.

**This form must be signed and dated before submission. See last page for declaration.**

**How to Submit Your CPD Information**

Upload your CPD log along with required evidence to your account on the customer portal at [www.certuspro.com](http://www.certuspro.com). Questions? Email us at info@certuspro.com.

**REQUIRED—Declaration:**

I declare that all information submitted is accurate and is representative of the professional development I have carried out. Note: Certus may verify any information provided, and discovery of any falsified information will likely result in suspension or withdrawal of your certification.

Signature:

Print Name: Date:

**If needed**, your manager or supervisor’s signature, name, and date of signing:

Signature:

Print Name: Date: