

## CONTINUING PROFESSIONAL DEVELOPMENT

**NAME:** .....

**THE CHARTERED INSTITUTE OF ENVIRONMENTAL HEALTH**

**YEAR: 20.....**

DATE <sup>1</sup>	DETAILS OF ACTIVITY <sup>2</sup> (eg, type, subject, organisation, etc)	NUMBER OF HOURS <sup>3</sup>			CERTIFICATION METHOD <sup>4</sup>
		CORE	SUPPLEMENTARY	CORE EQUIVALENT (= Supplementary x 0.5)	
TOTAL					Carried forward to overleaf/

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	Brought forward from previous sheet:				
	TOTAL				Carried forward to overleaf/ . .

## CONTINUING PROFESSIONAL DEVELOPMENT - RECORD OF ACTIVITIES

NAME: .....

**THE CHARTERED INSTITUTE OF ENVIRONMENTAL HEALTH**

YEAR: 20.....

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		CORE	SUPPLEMENTARY	CORE EQUIVALENT (= Supplementary x 0.5)	
	Brought forward from previous sheets:				
	Total for this year:	5		5	
	b/f (Yr. )	6		6	
	b/f (Yr. )	6		6	
	This year's requirement met from:	7, 8	+	7	= 20 HOURS
	Available to c/f:	9		9	

**1. DATE**

Dates of activity, e.g. seminar, workshop, etc. Give start and finish dates of courses, if appropriate.

**2. DETAILS OF ACTIVITIES**

Include:-

- (i) description of activity (eg, seminar, workshop, distance learning course, Branch/Centre meeting, etc);
- (ii) subject of activity;
- (iii) organisation providing event;
- (iv) any other relevant details.

**3. NUMBER OF HOURS CLAIMED**

Enter hours claimed in appropriate column.

Note that for supplementary CPD activities you should enter the number of hours of attendance (or etc) and then use a multiplier of 0.5 to produce the number of Core equivalent hours applicable. e.g. a training course of 4 supplementary hours would be equivalent to 2 core equivalent hours.

**4. CERTIFICATION METHOD**

Indicate method of certification of hours claimed and ensure that appropriate documentation is attached to form.

Where certification is by signature on this form, the full name and the capacity in which the person is signing the form must also be given (eg, David Smith, Personnel Officer, Anytown District Council or Carol Hughes MCIEH, Anyregion Centre Secretary) as well as the date on which they signed the form.

5. Enter here the totals for the year for core and core equivalent hours.

6. Enter here any available CPD credit from the previous two years to make up any shortfall this year but do not bring forward more hours than you need to meet the 20 hours requirement for this year. If returning your CPD record, on request, all CPD credit needs to be recorded, certified and included with your return.

7. Enter here the CPD hours needed to meet the 20 hours requirement for the year.

8. Must be a minimum of 10 hours.

9. Identify here any CPD credit available to be used in the next two years to make up for any future shortfall (ie, box 5 minus box 7).

NOTE: There should NEVER be an entry in both the b/f and c/f box (ie, boxes 6 and 9) in any one column as an entry in the c/f box implies that you have accrued more CPD credit than you need in **this** year. Entries in both the b/f and the c/f boxes in any one column would result in double counting of any carry forward available (or else take credit forward beyond the two year permitted maximum).