

## Appendix 2 : CPD Record Form

### Continuing Professional Development (CPD) Record

Name of UTC: \_\_\_\_\_

FIMM No.: \_\_\_\_\_

Company's Name: \_\_\_\_\_

Period Covered: January 1 \_\_\_\_\_ to December 31 \_\_\_\_\_

No.	Description of Activity (course title, type of activity)	Organisation Presenting Activity	Date of Event	CPD Hours
1.	Example: "Financial Planning Conference"	FPAM	28-Feb-13	8 CPD
2.	Example: "E-learning: Private Retirement Scheme"	Principal's Name	10-Aug-13	8 CPD
3.				
4.				
5.				
6.				
7.				
	TOTAL CPD POINTS ACCUMULATED			16 CPD

#### Acknowledgement:

I hereby confirm that I have completed the CPD activities recorded herein.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Evidence for verification (where relevant)

- Course outlines, teaching materials, certificate of attendance or participation.
- Attendance record, registration forms or confirmation of registration from provider.
- Independent assessment that a learning activity has occurred.
- Confirmation by an instructor, mentor or tutor of participation.
- Confirmation by an employer of participation in an in-house programme.