CONTINUING PROFESSIONAL DEVELOPMENT (CPD) RECORDING FORM A

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Continuing Professional Development Record, Year: | | | |
|  | Membership No.: | Grade: | Registration(s): | |
|  | Job title: | Employer & post code: | | |
|  | Brief description of your job (up to 50 words): | | | |
|  | **CPD priorities for the year (we recommend three, but please add more if required)** | | | |
|  | 1. | | | |
|  | 2. | | | |
|  | 3. | | | |
| **Date** | **CPD activities** | | | Hours |
|  | 1. | | |  |
|  | 2. | | |  |
|  | 3. | | |  |
|  | 4. | | |  |
|  | 5. | | |  |
|  | 6. | | |  |
|  | 7. | | |  |
|  | 8. | | |  |
|  | 9. | | |  |
|  | 10 | | |  |
|  | Total time (hours) | | |  |
|  | Continue on a separate sheet if required | | |  |
|  | Describe how your professional development has benefitted from these activities and in meeting any pre-set development objectives or a Development Plan?  A paragraph of no less than 200 words is required; a single statement will not suffice: | | | |
|  | Name: | | Date: | |

###### THE GENERAL DATA PROTECTION REGULATION (GDPR) AND DATA PROTECTION ACT 2018

The Institute will hold and use the data provided in this document for the purposes of assessing your Continuing Professional Development (CPD) commitment as a professional registrant. It will also pass relevant information on to the respective registration bodies where relevant, i.e., Engineering Council, Science Council or Society for the Environment.

We are committed to protecting your personal data and will process it in compliance with Data Protection law. For more information on how we process and protect your data and your rights under the new General Data Protection Regulation (from 25 May 2018), please see our Privacy Notice at [www.iom3.org/privacy-notice](http://www.iom3.org/privacy-notice)