



STEP 3:
Summarize & Report

CPD Cycle: 2009-2010

Name (please print): _____

CVO License #: _____

**CONTINUING PROFESSIONAL DEVELOPMENT
(CPD) SUMMARY SHEET**

2010

To complete the *Summary Sheet*, refer to your *Activity Log* and record the total number of hours you completed for each type of Activity (A1-B5—see reverse for descriptions,) **or** download the EXCEL version of the Activity Log from the CVO website, complete it, and print the Summary Sheet from the Summary tab of the Workbook.

A. ORGANIZED LEARNING EVENTS

- 1. Courses, conferences, wet-labs, seminars, workshops attended _____ hours
- 2. Training/studying* for degree/diploma/certificate credential(s) _____ hours
 *For which degree/diploma/certification? _____
- 3. Distance-education courses/modules you completed _____ hours
- 4. Presentations you gave, articles/books you authored and published,
 posters you presented, courses you taught _____ hours
- 5. Other (please specify): _____ hours

B. SELF-DIRECTED LEARNING ACTIVITIES

- 1. Consulting with peers, informal rounds with colleagues, mentoring _____ hours
- 2. Reading journals/texts, CVO publications; reviewing videos/DVDs _____ hours
- 3. Independent research on VIN or using other resources _____ hours
- 4. Professional contributions (committee work, peer reviews) _____ hours
- 5. Other (please specify): _____ hours

TOTAL CPD HOURS for this reporting year:
[For the period 1 November 2009 – 31 October 2010]

_____ hours*

*As of 2009, Council recommends that members complete 50 CPD hours per year (or 150 CPD hours/3 years).

This Summary Sheet MUST be submitted to the CVO with your annual licence renewal form by November 30, 2010.

Please keep a copy of this form and other completed CPD tools (including your Profile, Plan and activity certificates, notes, or other documentation) for the past 3 consecutive years.

Signature

Date submitted to CVO (in 2010)