

## Continuing Professional Development Example

One example of record keeping for continuing professional development (CPD) can be found on the American Society for Quality website at [http://www.asq.org/certification/docs/recert\\_journal\\_app.pdf](http://www.asq.org/certification/docs/recert_journal_app.pdf).

This broader example document has many of the attributes desirable for recording your continuing education and can also be used by officers to provide documentation for re-certification or re-licensure.

The following list shows the types of activities that may be necessary for re-certification and/or re-licensure.

1. Courses in which an officer was an instructor
2. Courses in which an officer was a student
3. Technical meetings
4. Committee participation
5. Publishing
  - a. Papers
  - b. Books
  - c. Presentations