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NATIONAL INSTITUTE FOR CERTIFICATION IN ENGINEERING TECHNOLOGIES
sponsored by the National Society of Professional Engineers

**PERSONAL LOG (DIARY) FOR CPD ACTIVITIES
DURING THREE-YEAR PERIOD**

Starting Month/Year _____

Certification Field/Subfield Name _____

Keeping a separate log for each certification you wish to recertify will help minimize over counting (or under counting) CPD points.

Carefully read Policy #30, "Continuing Professional Development" and its Exhibit I before beginning to fill out your log

INSTRUCTIONS

1. This personal log (diary) should be used to keep a record of all your CPD activities as they occur. You will need the data in this log to accurately fill out the Recertification Application form. You should keep this log, a copy of Policy #30, and all supporting documentation in a single, convenient, and secure location.
2. It is recommended that you complete a separate log for each certification you wish to submit for recertification.
3. Most of your accumulated points will come from Section A, "Active Practitioner." We suggest that you use a separate page for each different employer during the three-year recertification period. Photocopy extra copies of Section A, as needed.
4. In filling out Section A, the hours associated with the particular certification should be counted conservatively. This will permit you to make a better determination of how much of the other CPD activities you will need to achieve recertification and it should also reduce the possibility of our rejecting the amount of hours you have claimed if you are audited.
 - a. Avoid dual counting of hours/activities whenever possible -- particularly when you are submitting more than one recertification application. We will use the same criteria for counting work activities as pertinent to a particular field/subfield as we do for initial or upgrade certification. For example, field work and office work may be connected, but for a specialty certification, only field work might have value. Similarly, installation (construction, manufacturing) is not the same as maintenance (servicing), even though there is a connection. In materials testing (asphalt, concrete, soils), testing of aggregates would be a common activity to all three areas. However, asphalt testing does not substitute for soils testing or concrete testing.

Persons with multiple certifications that are minimally related need only average 2 hours per day to meet the minimum of 500 hours per year to earn 12 points per year as an active practitioner.

5. A percentage of all completed Recertification Applications will be selected for audit. If yours is selected, you will be asked to defend the points which you claimed on your Recertification Application Form. Individuals with multiple certifications will have a higher probability of being audited than those persons with a single certification.

SECTION A. ACTIVE PRACTITIONER (Exhibit I, Paragraph II.A.)

It is recommended that you list only one employer per page. Note that the facing page is a duplicate of this page. Fill out your Section A pages in chronological order and account for all relevant engineering technician or related work experience **within this three-year cpd period.**

Any job title or responsibility changes occurring with the same employer should be listed separately on the same page, providing the date of change and your new duties and responsibilities. **Include only details of activities pertinent to the certification name listed on the front page.**

Dates of Employment (during CPD period)			List in the column below: a) name & address of employer; b) your title(s); c) name & title of your immediate supervisor; d) description of your duties and job responsibilities.
From (Mo/Yr)	To (Mo/Yr)	Hours Associated with Certification	

SECTION A. ACTIVE PRACTITIONER (Exhibit I, Paragraph II.A.)

This is a duplicate of the page on the left. List only one employer per page and photocopy additional pages, if necessary. Fill out your Section A pages in chronological order and account for all relevant engineering technician or related work experience **within this three-year cpd period.**

Any job title or responsibility changes occurring with the same employer should be listed separately on the same page, providing the date of change. **Include only activities pertinent to the certification name listed on the front page.**

Dates of Employment (during CPD period)			List in the column below: a) name & address of employer; b) your title(s); c) name & title of your immediate supervisor; d) description of your duties and job responsibilities.
From (Mo/Yr)	To (Mo/Yr)	Hours Associated with Certification	

SECTION C. ADVANCE PROFESSION (Exhibit I, Paragraph II. C.)

List all relevant activities, by type, that you participated in **WITHIN THIS THREE-YEAR CPD PERIOD**. Invitations to participate, letters of appreciation, etc. should be retained as evidence of participation.

ACTIVE COMMITTEE/TASK FORCE SERVICE

Name of Organization	Name of Committee/ Task Force	Type of Committee/ Task Force (National, Regional, State, Local)	Title Position	Dates of Service		CPD Points
				From	To	

PRESENTATIONS

Name of Sponsor	Type of Presentation	Title/Description	Role	Date(s)	CPD Points

COURSE INSTRUCTOR

Name of Sponsor	Course Title/ Description	Dates		Contact Hrs./ Semester Hrs./Quarter Hrs.	CPD Points
		From	To		

INSTRUTIONAL MATERIALS

Title	ISBN	# of pages	Refereed By	Non-refereed	CPD Points

PROFESSIONAL SOCIETY ACTIVITY

Name of Organization	Type of Participation	Date(s) of Service/Attendance	CPD Points

SECTION D. CERTIFICATION ACTIVITY (Exhibit I, Paragraph II.D.)

List all relevant NICET testing/certification and all relevant Non-NICET certification activity that you participated in **WITHIN THIS THREE-YEAR CPD PERIOD.** (Testing/certification activities with incomplete results may be listed -- but CPD points cannot be assigned until results are finalized.)

UPGRADE ACTIVITY IN CERTIFICATION PRACTICE AREA

Date	No. of Work Elements Passed	CPD Points		Date	No. of Work Elements Passed	CPD Points

INITIAL/UPGRADE CERTIFICATION IN RELATED PRACTICE AREA

Name of Provider	Certification Title/Level	CPD Points

SECTION E. SPECIAL EXAM

A Special Exam should not be necessary for recertification unless you wish to maintain a certification area in which you are no longer an active practitioner. CPD points may be claimed only if a passing score is achieved on the special exam.

Date of Exam:	CPD Points:
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