



## Maintaining Certification Confirmation of Attendance

This form is provided for reporting attendance at ungraded continuing education activities.

Name of Applicant: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

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Please complete a **separate** Confirmation of Attendance form for each course or session attended.

Continuing Education Credit (CEC) hours do not include meal/rest breaks, networking, registration, focus group, or exhibit activities. To access details about hour calculations for earning required CEC hours, this can be found on the CSPDM website, [www.cspdm.ca](http://www.cspdm.ca), under the "members only" section. This section also provides information to frequent queries raised regarding acceptable continuing education activities and maintaining certification.

Please also record this attendance on your Maintaining Certification Continuing Education Summary form.

Title of session: \_\_\_\_\_

Session date(s): \_\_\_\_\_

Time session started: \_\_\_\_\_ Time session ended: \_\_\_\_\_

Number of hours of session: \_\_\_\_\_

Number of hours person was in session attendance: \_\_\_\_\_

- Please attach a description of this session** (e.g., brochure, program outline, registration form, etc.)

Name of Sponsoring Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Sponsoring Organization Representative: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Sponsoring Organization Representative: \_\_\_\_\_

Signature Verifying Attendance: \_\_\_\_\_

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

**Please submit completed form(s) with the Maintaining Certification renewal application package**