

ABU DHABI EHSMS AUDITOR Continuing Professional Development (CPD) Record



Form ABU DHABI EHSMS AUDITOR – CPD RECORD
Please see over for guidance. Photocopies of this document can be used.

Name: _____ Registration Number: _____

Sheet _____ of _____

1. Item	2. Date (DD/MM/YY)	3. Duration of CPD (Hours)	4. Title and Description of the CPD	5. CPD Certificate Issued and Attached (Yes / No)	6. Contact Details of the CPD Organizer • Name of Entity • EHSMS Registration Number (If applicable) • Contact Person • Phone and Fax Numbers • E-mail Address • Address	7. Signature of Manager / Employer
1						
2						
3						

Guidance Notes for Continuing Professional Development (CPD) Record

Column	Requirements	Column	Requirements
1	Item: Numbering the CPD by 1, 2, 3.....	5	CPD Certificate Issued and Attached: Please attach a CPD certificate (if applicable).
2	Date: Day, month and year when CPD was undertaken.	6	Contact Details of the CPD Organizer: This section shall be completed in full for the Competent Authority to carry out verification.
3	Duration of CPD: Total number of hours spent on each CPD (excluding the breaks).	7	Signature of Manager / Employer: Your manager / employer is required to be aware of and have acknowledged the CPD presented in this form.
4	Title and Description of the CPD: Depending upon the type of CPD, this could refer to title of training course, seminars, title of books, technical journals read, presentation or articles published; and a brief introduction to the activity / contents.		

General Guidance on Acceptance of CPD

Professional development is an important aspect of the registration program and to maintain registration. Accredited environmental professionals are required to undertake 40 hours of continuing professional development per year.

(1) The continuing professional development shall be technically related (e.g. environmental, occupational health and safety) and/or auditing related. For example, professional development activities may include, but are not limited to:

- Participation in formal / short courses;
- Participation in in-house courses / workshops;
- Attendance of conferences, seminars and workshops;
- Attendance of professional body/Association meetings;
- Participation in relevant committees and working groups;
- Public presentation of papers;
- Publication of articles in industry journals and newsletters;
- Teaching of courses;
- Designing training course material; and
- Reading technical books and journals.

(2) Evidence of professional development needs to be provided. The applicant's employer or sponsor must verify this evidence.

(3) Reading of professional and technical journals, books and other publications shall not be claimed more than 5 hours of CPD in a calendar year.

(4) It is your responsibility to provide a case for acceptance of any activity you submit, and this must be supported by sufficient appropriate evidence.