

THE UNITED REPUBLIC OF TANZANIA



MINISTRY OF LIVESTOCK AND FISHERIES DEVELOPMENT

**GUIDELINES
FOR MONITORING CONTINUOUS
PROFESSIONAL DEVELOPMENT FOR
VETERINARIANS AND VETERINARY
PARAPROFESSIONALS**

APRIL, 2014

Table of Contents

FOREWORD	iii
ACKNOWLEDGEMENT	iv
ACRONYMS	v
SECTION 1.....	1
1.0 INTRODUCTION.....	1
1.1 Background.....	1
1.2 Objectives of the Guidelines.....	1
SECTION 2.....	2
2.0 AREAS CRITICAL TO VETERINARIANS AND PARAPROFESSIONALS IN WHICH CPD PROGRAMS AND/OR ACTIVITIES WILL BE ORGANIZED..	2
2.1 Framework.....	2
2.2 Classifications of CPD	2
2.3 A reflective record	3
SECTION 3.....	3
3.0 PRINCIPLES OF POINTS ALLOCATION.....	3
3.1 The allocation of CPD points for Veterinarians.....	3
3.2 The point system for Veterinarians.....	4
3.3 Deferment for Veterinarians.....	6
3.4 Veterinarians abroad.....	6
3.5 Recording of CPD points.....	7
3.6 Non Compliance	7
3.7 The allocation of CPD points for Paraprofessionals	7
3.8 The point system for paraprofessionals and paraprofessional assistants	8
3.10 Deferment.....	10
3.11 Paraprofessionals or Paraprofessional assistants abroad	10
3.12 Recording of CPD points.....	10
3.13 Non Compliance	11
SECTION 4.....	11
4.0 ACCREDITATION OF CPD PROVIDERS	11
5. APPENDIX.....	11
CPD RECORD SHEET	11

FOREWORD

The ethical practice of the veterinary profession requires consistent and ongoing commitment from all concerned to update and develop the knowledge, skills and ethical attitudes that underpin competent practice. Guided by the principle of beneficence, veterinary professionals and paraprofessionals aspire to standards of excellence in veterinary care provision and delivery.

Lessons learnt from the situational analysis, revealed the need for all veterinarians and veterinary paraprofessionals to update their knowledge and skills so as to improve the quality of animal health services delivered.

These new Continuing Professional Development (CPD) Guidelines have been prepared to respond to the observations noted and for the purpose of putting in place a comprehensive mechanism that will guide professionals and paraprofessionals to update and develop their knowledge and skills so as to promote and sustain quality animal health care that focuses on client needs and satisfaction.

The Guidelines will apply to all veterinary professionals and paraprofessionals registered/enrolled/enlisted in Tanzania. The system rests on a foundation that, all veterinary professionals and paraprofessionals will commit themselves to meeting the requirement for continuing education, whose benefits cannot be over emphasized.

All registered veterinary practitioners, enrolled paraprofessionals and enlisted paraprofessionals assistants will have to complete a series of Veterinary Council of Tanzania accredited continuing education activities each year commencing 1st January 2015. Individual practitioners must attend CPD-accredited activities and keep a record of their attendance. All veterinary service providers are encouraged to give feedback to providers and the Veterinary Council regarding the quality of the activities presented by the CPD-Accredited Provider.

CPDs are consistent with the philosophy of lifelong learning and are built on adult education principles. The veterinary profession is founded on service to the society and advancement of medical knowledge. I wish to take this opportunity to urge all veterinary professionals and paraprofessionals to update and develop their knowledge and skills so as to promote and sustain quality animal health care that focuses on societal demands.

C. Nyamrunda
Permanent Secretary

ACKNOWLEDGEMENT

The Veterinary Council of Tanzania is pleased to accomplish this important milestone of formulating Continuing Professional Development (CPD) Guidelines for veterinary professionals and paraprofessionals. Agreeing upon a shared definition of CPD credit points has enabled the Veterinary Council of Tanzania, affiliated organisations, and other stakeholders to implement a CPD system that is aimed at contributing to the growth of animal health service provider's professional career.

These CPD Guidelines draws upon experiences shared by foreign veterinary associations and local higher learning institutions (e.g., SUA – Directorate of Continued Education and Professional Development) as well as from other professions in Tanzania that conduct CPD programs including Engineers, Accountants and Lawyers.

It is my sincere hope that these Guidelines will be used as a guide to empower CPD providers to initiate the process and to empower animal health service providers to enhance their self-learning skills.

I would like to thank all persons who have provided technical advice and gathered support to enable us to reach this far. Specifically, we are grateful to the Tanzania Veterinary Association, Commonwealth Veterinary Association, Faculty of Veterinary Medicine, Sokoine University of Agriculture and other stakeholders in public and private sectors for supporting and facilitating the development of this work.

Let us work together as a team to ensure these CPD Guidelines becomes a tool to improve technical competence among veterinarians, veterinary paraprofessionals and patient safety.

Prof. Rudovick Kazwala
Chairman
Veterinary Council of Tanzania

ACRONYMS

CAP	Chapter
CPD	Continuous Professional Development
CLA	Collegial Learning activities
CVA	Commonwealth Veterinary Association
CVE	Continuing Veterinary Education
DVS	Department of Veterinary Services
FVM	Faculty of Veterinary Medicine
NACTE	The National Council for Technical Education
QA	Questions and Answers
SDL	Self directed Learning Activities
TAVEPA	Tanzania Veterinary Paraprofessional Association
TCU	Tanzania Commission for Universities
TVA	Tanzania Veterinary Association
VCT	Veterinary Council of Tanzania

SECTION 1

1.0 INTRODUCTION

1.1 Background

Continuous Professional Development (CPD) is defined as any activity that provides added value to the capability of the professional through acquiring new knowledge, skills and personal qualities necessary for the appropriate execution of professional and technical duties. Such activities are critical as they increase the competency of the professional as enshrined under Section 5(2) (h) of the Veterinary Act, (CAP 319) which states that, functions of the Veterinary Council of Tanzania among others shall be the “*promotion and encouragement of educational advancement with regard to the practice of the veterinary profession*”. Furthermore, CPD is mandatory under regulation 9(1) of Veterinary Act (Training Standards for Registration, Enrollment and Enlistment), 2005

The ethical practice of the veterinary profession requires consistent and ongoing commitment from all concerned to update and develop the knowledge, skills and ethical attitudes that underpin competent practice.

Guided by the principle of beneficence, veterinary professionals aspire to standards of excellence in veterinary care provision and delivery.

The Tanzania Veterinary Association (TVA) and Tanzania Veterinary Paraprofessional Associations (TAVEPA) endorse Continuing Professional Development (CPD), as one means of maintaining and updating professional competence. The following Guidelines for CPD are presented for all veterinary practitioners registered and Paraprofessionals enrolled/enlisted in Tanzania. CPD is consistent with the philosophy of lifelong learning and it is built on adult education principles.

1.2 Objectives of the Guidelines

The Veterinary Council of Tanzania (VCT), realizing the need to professionally manage CPD programs and/or activities, has developed guidelines for the purpose of management of the CPD programs for Veterinarians and Paraprofessionals and it covers the following areas:

- a) Areas critical to Veterinarians and Paraprofessionals in which CPD programs and/or activities will be organized
- b) CPD points allocation for CPD programs and/or activities.
- c) Creation of awareness for the need for CPD activities within the Veterinary Profession
- d) Criteria for accreditation of CPD programs and/or activities.
- e) Evaluation procedures for applications for accreditation of CPD service providers, programs and/or activities

- f) Evaluation of requests for deferments from Veterinarians and Paraprofessionals and make appropriate recommendations
- g) Liaising with the Tanzania Veterinary Association (TVA); Tanzania Veterinary Paraprofessional Associations (TAVEPA); Department of Veterinary Services (DVS); Faculty of Veterinary Medicine (FVM); other professional associations; local, regional and international CPD service providers in developing, coordinating and mounting CPD programs and/or activities successfully.
- h) Developing and circulating to the Veterinary fraternity a list of proposed and accredited CPD programs and/or activities on a quarterly and/or annual basis.
- i) Maintaining a list of all accredited CPD programs and/or activities carried out annually and details of all Veterinarians and Paraprofessionals who attend the said program and/or activity.

SECTION 2

2.0 AREAS CRITICAL TO VETERINARIANS AND PARAPROFESSIONALS IN WHICH CPD PROGRAMS AND/OR ACTIVITIES WILL BE ORGANIZED

2.1 Framework

This CPD framework is designed to be flexible enough for veterinarians and paraprofessionals to earn CPD points from a variety of activities but structured enough so that the CPD is effective for the maintenance of high professional standards.

Using points instead of hours, allows for different weightings based on the value of the CPD activity undertaken and ensures continued alignment with overseas jurisdictions. **These guidelines therefore equates 1 CPD credit hour to be equivalent to 3 CPD points or 6 hours of attending CPD**

2.2 Classifications of CPD

CPD activities are classified into three broad categories: that include continuing veterinary education, collegial learning and self directed learning.

2.2.1 Continuing veterinary education (CVE): (CVE) activities are structured learning opportunities which normally have defined educational aims and have some form of assessment or verification of participation by the provider. This include conferences, workshops, assessed online learning, in house seminars, studying towards a qualification (postgraduate courses), giving presentation, peer reviewed publications and refereeing.

2.2.2 Collegial activity: Collegial learning activities (CLA) are planned or unplanned interactive engagement or exchanges with colleagues that result in learning. Collegial

learning most often takes place in the local environment. It is interactive; outcome oriented and promotes reflective practice. Collegial learning may take place with veterinary or non-veterinary colleagues. They include in house training, peer discussion and review activities, supervision and mentoring, journal and study groups, case presentations, QA activities, and online discussion fora,

2.2.3 Self directed learning: Self directed learning activities (SDL) involve individuals taking the initiative to update their knowledge and skills using available resources, often in response to a particular issue that has arisen. SDL is an increasingly important component of maintaining competence and enhancing performance in the face of the rapid expansion of scientific knowledge and accessibility of information. This includes reading and research, on line learning, case/procedure research and review, publications, CPD planning, and learning diaries. Examples of self directed learning include case/procedure research and review; preparatory reading and research for specific activities such as exam preparation, teaching and providing expert opinion; updating knowledge via journal and book reading and preparing articles for publication.

Unless there is documented evidence of participation and detail on the educational aims and objectives of the activity, you must document (and retain) what you have learned and the impact on your work, in a reflective record, for it to qualify for CPD points.

2.3 A reflective record

This is a written summary of your reflections on what you learned from a CPD activity, and how this might benefit your practice. Reflective records are required if you wish to claim an activity for CPD points in situations where there is no easy means of verifying your participation (such as a certificate of attendance) and no easy way of identifying the learning objectives of the activity. Reflective records can encompass one or more activities and can be as long as you want them to be. They must demonstrate appropriate reflection on the outcomes of the learning activity, not simply describe the activity that occurred.

SECTION 3

3.0 PRINCIPLES OF POINTS ALLOCATION

3.1 The allocation of CPD points for Veterinarians

Point's allocations will be based on the following principles which shall be applicable to all categories of CPD programs and/or activities:

3.1.1 Every Veterinarian must accumulate a minimum of thirty (30) CPD points which is equivalent to ten (10) CPD credit hours over a period of one (1) year in order to retain their names in the register of Veterinarians.

3.1.2 Not more than eighty percent (80%) of the points in any CPD year can be accumulated from programs and/or activities from one category of activities.

3.1.3 All CPD programs and/or activities are accredited for a maximum of one (1) CPD year only.

3.1.4 The maximum number CPD credit hours that can be accredited for one (1) day is one (1) credit hour equivalent to three (3) CPD points equivalent to six(6) hours.

3.1.5 Points can be allocated for more than one item in a CPD program and/or activity, that is, CPD points can be allocated for presenting a scientific paper or attending a CPD program and for both.

3.2 The point system for Veterinarians

The following points will be allocated for the activities listed under each category as follows:

3.2.1 Category 1: Continuing veterinary education (CVE):

3.2.1.1 Formal Study for additional qualifications

Any course of assessed study leading to a qualification that is relevant to any area of specialization and/or professional interest shall earn the Veterinarian the following points:

a. Diplomas – Any completed diploma should be submitted to the CPD committee for evaluation and recommendation to VCT for recognition as a CPD activity by the qualifying Veterinarian and if accepted it will qualify for 100% of the required CPD points for the duration of the study.

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b. Degrees

Completed Masters and Doctoral degrees qualify for 100% of the required CPD points for the duration of the study.

3.2.1.1.1 Full time post graduate students are required to submit proof of admission to the VCT, the training and an annual progress report in order to qualify for the 100% point award during that period.

3.2.1.1.2 Local institutions offering the courses should be registered or licensed and accredited by the relevant institutions eg Ministry of Higher Education, Tanzania Commission for Universities (TCU), Veterinary Council of Tanzania, NACTE etc.

3.2.1.2: Short Training & Organizational Activities

3.2.1.2.1 □ These activities include, but are not restricted to the following: conferences, congresses, lectures, and seminars, refresher courses, symposia, exhibitions, in house training and workshops. Activities' involving conferences, congresses, symposia, seminars, lectures, or workshops, 1 CPD credit hour is awarded for six hours of learning activity. For example, an all-day conference with 6 hours of attendance will be certified for 1 CPD Credit hour which is equivalent to 3 CPD points. Tea breaks are encouraged to allow interaction of participants but do not count for credit.

3.2.1.2.2 These activities shall be organized by accredited academic institutions, professional associations, other regulatory bodies and private CPD service providers recognized by VCT.

3.2.1.2.3 □ Activities presented in foreign countries or by other professional groups which are not accredited will be accepted so long as the participating veterinarian submits to VCT, the course content, facilitators' details and qualifications in order to enable it to assess the CPD value of such activity.

3.2.1.2.4 □ One (1) CPD hour equivalent to 3 points will be allocated to a veterinarian for preparation and presentation of a scientific paper during the conference, congress, lecture, and seminar, refresher course, symposia, exhibition or workshop.

3.2.2 Category 2: Collegial activity:

3.2.2.1 Professional Involvement

3.2.2.1.1 □ Veterinarians who are members of National or Branch Executive committee members of professional bodies eg TVA, VCT and any others: will earn (1) CPD credit hour equivalent to 3 CPD points per meeting

3.2.2.1.2 □ Veterinarians who are members of Ad hoc and/or sub-committee of professional bodies: will earn (0.5) CPD credit hour equivalent to 1.5 CPD points per meeting

3.2.2.2 Authorship

3.2.2.2.1 Articles published in Journals

i. Peer Reviewed Journals: The first author will be awarded seven (7) CPD credit hours equivalent to 21 CPD points while the co-authors will be awarded five (5) CPD credit hours equivalent to 15 CPD points.

ii. Non-peer Reviewed Journals: The first author will be awarded five (5) CPD credit hours equivalent to 15 CPD points while the co-authors will be awarded two (2) CPD credit hours equivalent to 6 CPD points.

iii. Book chapters: The first author will be awarded Seven (7) CPD credit hours equivalent to 21 CPD points while the co-authors are awarded five (5) CPD credit hours equivalent to 15 CPD points.

3.2.2.3 Mentoring

3.2.2.3.1 Two (2) CPD credit hours equivalent to 6 CPD points will be awarded to a veterinarian for instructing trainees on internship or in-practice training provided the details of the internship or in-practice are recorded.

3.2.2.3.2 Two (2) CPD credit hours equivalent to 6 CPD points will be awarded to a veterinarian for supervision of an undergraduate or diploma student on attachment from a recognized academic institution provided the details of the supervision are recorded.

3.2.2.4 Community Involvement

3.2.2.4.1 □ Veterinarians who are Members of national and/or local commissions, councils, task forces etc: will earn (1) CPD credit hour equivalent to 3 CPD points per meeting

3.2.2.4.2. Veterinarians who offer Extension activities, presentations to lay public, field days, development of educational materials etc: will earn (2) CPD credit hour equivalent to 6 CPD points per event.

3.3 Deferment for Veterinarians

Deferment of compliance with the CPD requirements will only be granted by the VCT on application and submission of adequate reasons for such request and subject to such requirements as the VCT may determine.

3.4 Veterinarians abroad

Veterinarians who are abroad and registered in Tanzania will be required to meet the same requirements as those in Tanzania and will not be granted a deferment. Such veterinarians will be expected to do this by:

- a) Attending CPD activities in the countries they are residing in and submitting the relevant documentation to VCT for ratification.
- b) Complying with CPD requirements in countries with CPD regulations and submitting documentation to that extent to VCT for ratification.

3.5 Recording of CPD points

3.5.1 □ All veterinarians shall retain documented proof of participation in CPD activities and a record including the nature, scope and duration of CPD activities.

3.5.2 □ A summary of all CPD activities attended is to be submitted on an annual basis to the VCT on the prescribed form (attached) when paying for the annual retention fees.

3.6 Non Compliance

In the event of a veterinarian not complying with the CPD requirements within the prescribed period, the VCT may impose any one or more of the following conditions:

- a) Require the veterinarian to follow a remedial CPD program and training specified by the VCT within three months;
- b) Require the veterinarian to write an exam determined by the VCT;
- c) Remove the veterinarian's name from the relevant register in accordance with Section 23(4) of the Veterinary Act (CAP 319).

3.7 The allocation of CPD points for Paraprofessionals

Point's allocations will be based on the following principles which shall be applicable to all categories of CPD programs and/or activities:

3.7.1 Every paraprofessional or paraprofessional assistant must accumulate a minimum of fifteen (15) CPD points which is equivalent to ten (5) CPD credit hours over a period of one (1) year in order to retain their names in the Roll or List of paraprofessionals or paraprofessional assistants.

3.7.2 Not more than eighty percent (80%) of the points in any CPD year can be accumulated from programs and/or activities from one category of activities.

3.7.3 All CPD programs and/or activities are accredited for a maximum of one (1) CPD year only.

3.7.4 The maximum number CPD credit hours that can be accredited for one (1) day is (1) credit hour equivalent to three (3) CPD points equivalent to six (6) hours.

3.7.5 Points can be allocated for more than one item in a CPD program and/or activity, that is, CPD points can be allocated for presenting a scientific paper or attending a CPD program and for both.

3.8 The point system for paraprofessionals and paraprofessional assistants

The following points will be allocated for the activities listed under each category:

3.8.1 Category 1: Continuing veterinary education (CVE):

3.8.1.1 Formal Study for additional qualifications

Any course of assessed study leading to a qualification that is relevant to any area of specialization and/or professional interest shall earn a paraprofessional or paraprofessional assistant the following points:

a. Diplomas – Any completed diploma should be submitted to the CPD committee for evaluation and recommendation to VCT for recognition as a CPD activity by the qualifying Paraprofessional or Paraprofessional assistant and if accepted it will qualify for 100% of the required CPD points for the duration of the study.

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b. Degrees

Completed Bachelors, Masters and Doctoral degrees qualify for 100% of the required CPD points for the duration of the study.

3.8.1.1.1 Full time post certificate, diploma, and graduate students are required to submit proof of admission to the VCT, the training and an annual progress report in order to qualify for the 100% point award during that period.

3.8.1.1.2 Local institutions offering the courses should be registered licensed and accredited by the relevant institutions eg Ministry of Higher Education, Tanzania Commission for Universities (TCU), Veterinary Council of Tanzania, and NACTE etc.

3.8.1.2: Short Training & Organizational Activities

3.8.1.2.1 □ These activities include, but are not restricted to the following: conferences, congresses, lectures, and seminars, refresher courses, symposia, exhibitions, in house training and workshops. Activities' involving conferences, congresses, symposia, seminars, lectures, or workshops, 1 CPD credit hour is awarded for 6 hours of learning activity. For example, an all-day conference with 6 hours of attendance will be certified for 1 CPD Credit hour which is equivalent to 3 CPD points. Tea breaks are encouraged to allow interaction of participants but do not count for credit.

3.8.1.2.2 These activities shall be organized by accredited academic institutions, professional associations, other regulatory bodies and private CPD service providers recognized by VCT.

3.8.1.2.3 □ Activities presented in foreign countries or by other professional groups which are not accredited will be accepted so long as the participating paraprofessional or paraprofessional assistant submits to VCT the course content, facilitators' details and qualifications in order to enable VCT to assess the CPD value of such activity.

3.8.1.2.4 □ One (1) CPD credit hour equivalent to 3 CPD points will be awarded to a paraprofessional or paraprofessional assistant for preparation and presentation of a scientific paper during the conference, congress, lecture, and seminar, refresher course, symposia, exhibition or workshop.

3.9.2 Category 2: Collegial activity:

3.9.2.1 Professional Involvement

3.9.2.1.1 □ Paraprofessionals or paraprofessional assistants who are members of National or Branch Executive committee members of professional bodies eg TAVEPA, VCT and any others: will earn (1) CPD credit hour equivalent to 3 CPD points per meeting.

3.9.2.1.2 □ Paraprofessionals or paraprofessional assistants who are members of Ad hoc and/or sub-committee of professional bodies: will earn (0.5) CPD credit hour equivalent to 1.5 CPD points per meeting.

3.9.2.2 Authorship

3.9.2.2.1 Articles published in Journals

i. Peer Reviewed Journals: The first author who is a paraprofessional or paraprofessional assistant will be awarded seven (7) CPD credit hours equivalent to 21 CPD points while the co-authors will be awarded five (5) CPD credit hours equivalent to 15 CPD points.

ii. Non-peer Reviewed Journals: The first author who is a paraprofessional or paraprofessional assistant will be awarded five (5) CPD credit hours equivalent to 15 CPD points while the co-authors are awarded two (2) CPD credit hours equivalent to 6 CPD points.

iii. Book chapters: The first author who is a paraprofessional or paraprofessional assistant will be awarded Seven (7) CPD credit hours equivalent to 21 CPD points while the co-authors will be awarded five (5) CPD credit hours equivalent to 15 CPD points.

3.9.2.3 Mentoring

3.9.2.3.1 Two (2) CPD credit hours equivalent to 6 CPD points will be allocated to a paraprofessional or paraprofessional assistant for instructing

trainees on internship or in-practice training provided the details of the internship or in-practice are recorded.

3.9.2.3.2 Two (2) CPD credit hours equivalent to 6 CPD points will be allocated to a paraprofessional or paraprofessional assistant for supervision of an undergraduate or diploma student on attachment from a recognized academic institution provided the details of the supervision are recorded.

3.9.2.4 Community Involvement

3.9.2.4.1 Paraprofessionals or paraprofessional assistants who are members of national and/or local commissions, councils, task forces etc: will earn (1) CPD credit hour equivalent to 3 CPD points per meeting

3.9.2.4.2. Paraprofessionals or paraprofessional assistants who offer Extension activities, presentations to lay public, field days, development of educational materials etc: will earn (2) CPD credit hours equivalent to 6 CPD points per event.

3.10 Deferment

Deferment of compliance with the CPD requirements will only be granted to paraprofessionals or paraprofessional assistants by the VCT on application and submission of adequate reasons for such request and subject to such requirements as the VCT may determine.

3.11 Paraprofessionals or Paraprofessional assistants abroad

Paraprofessionals and paraprofessional assistants who are abroad and enrolled and enlisted in Tanzania will be required to meet the same requirements as those in Tanzania and will not be granted a deferment. Such paraprofessionals and paraprofessional assistants will be expected to do this by:

a) Attending CPD activities in the countries they are residing in and submitting the relevant documentation to VCT for ratification.

b) Complying with CPD requirements in countries with CPD regulations and submitting documentation to that extent to VCT for ratification.

3.12 Recording of CPD points

3.12.1 All Paraprofessionals and paraprofessional assistants shall retain documented proof of participation in CPD activities and a record including the nature, scope and duration of CPD activities.

3.12.2 A summary of all CPD activities attended is to be submitted on an annual basis to the VCT on the prescribed form (attached) when paying for the annual retention fees.

3.13 Non Compliance

In the event of paraprofessionals and paraprofessional assistant is not complying with the CPD requirements within the prescribed period, the VCT shall impose any one or more of the following conditions:

- a) Require the paraprofessional or paraprofessional assistant to follow a remedial CPD program and training specified by the VCT within three months;
- b) Require the Paraprofessional or Paraprofessional assistant to write an exam determined by the VCT;
- c) Remove the Paraprofessional or Paraprofessional assistant name from the relevant roll/lists as per Section 37(3) of the Veterinary Act (CAP 319).

SECTION 4

4.0 ACCREDITATION OF CPD PROVIDERS

4.1 The VCT shall accredit any institution, professional body, NGO or individual to perform CPD programs and/or activities on its behalf and costs will be paid in accordance with the regulations under the Veterinary Act (CAP 319).

4.2 Accredited CPD service providers are required to submit their proposed programs and/or activities to the Registrar VCT who will assess their professional and technical content in order to determine the CPD point's value they qualify for.

4.3 The CPD service providers shall issue a certificate of attendance designed in collaboration with VCT to all veterinarians who attend the activity.

5. APPENDIX

CPD RECORD SHEET

Name: _____
VCT Registration /Roll/List Number _____
Postal Address _____
CPD Year: _____
Email contact: _____
Phone contact: _____
Activity dates /CPD activity /CPD service provider/ CPD points' awarded _____
Certificate attached _____
Total CPD points for the year _____

I declare that all information provided on this form and on the attached certificates and/or course details are correct and valid to the best of my knowledge.

Signature

Date _____

Note: This form **MUST** be submitted accompanied with copies of certificate of attendance or course details when paying your annual retention fees.

Kindly retain a copy of your completed CPD Record Sheet, original certificates and course details as they are subject to Board audits.