



## Continued Professional Development (CPD) Reporting Form

(For Certified Professionals)

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



### Submission Instructions:

- CanBIM Certification is valid for a period of two years. In order to renew Certification CPD forms must be received by CanBIM, no later than the last day of the month for the individual's 2-year certification.  
  
e.g. if Certified in June 2017 (Refer to date on your Certificate) your certification is valid until the last day of June 2019 and your CPD form must be received by CanBIM no later June 30, 2019.
- Please email the completed CPD form, and supporting documentation as **One (1) PDF file** to [certification@canbim.com](mailto:certification@canbim.com) with the SUBJECT LINE: **CPD Reporting**
- You **MUST** label the PDF document as follows: **LastName\_YourCertLevel\_CPD**
- CanBIM will send a CPD invoice after the submission deadline with an option to pay by credit card or by cheque.
- Processing of this application will take approximately 8 weeks from the date of receipt.
- CanBIM Certification renewal term is for a period of 2 years.
- Mandatory CanBIM Continuing Professional Development requirements, are as follows:
  - CanBIM P1 - 10 Hours of Professional Development over 2 Years
  - CanBIM P2 - 15 Hours of Professional Development over 2 Years
  - CanBIM P3 - 15 Hours of Professional Development over 2 Years
  - CanBIM CP - 20 Hours of Professional Development over 2 Years

I prefer to be contacted and receive correspondence at: Home Work

<b>1.0 – PERSONAL INFORMATION</b>	
Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss. <input type="checkbox"/> Ms. <input type="checkbox"/> Other <input type="checkbox"/> _____	Are you a member of CanBIM: Yes <input type="checkbox"/> No <input type="checkbox"/>
First Name:	Surname:
Current Certification Level:	Certified Since:

<b>HOME INFORMATION</b>		
Number & Street:	Apartment/Suite #	
City/Town:	Province:	Postal Code:
Home Telephone #:	Work Telephone #:	
Personal Email:	Work Email:	
Personal Mobile #:	Work Mobile #:	

<b>WORK INFORMATION</b>	<input type="checkbox"/> I AM NOT CURRENTLY EMPLOYED
Employer:	
Job Title:	
Address - Number & Street:	Suite #:
City/Town:	Province:
Telephone #:	Postal Code:
Website:	
Company/Employer's Building-related Discipline: (e.g. architectural, engineering, construction, design-build, etc.)	
Is the Company/Employer a CanBIM Member? <span style="margin-left: 100px;">Yes <input type="checkbox"/></span> <span style="margin-left: 100px;">No <input type="checkbox"/></span>	

**2.0 - CPD ACTIVITY OR EVENT**

**Supporting Documentation Instructions:**

Each Activity and/or Event requires supporting documentation that MUST be provided to meet the requirements for CanBIM Certification Renewal. Please refer to the index immediately below, which indicates the required documentation for the respective, Activities and Events that you select from the CPD Form dropdown menus.

(i) For Each Event Attach the following:

- Final Event Agenda and/or Course Description.
- Confirmation of participation (letter of confirmation from conference and/or event organizer/coordinator).
- Possible Sample Events Include; seminars, workshops, conferences, academic courses, webinars, teleconferences etc.

(ii) For Each Article and/or Book Attach the following:

- Articles and/or books (translated to either English or French by a certified translator if written in another language).
- Attach copy of publication and/or book.
- Possible Sample Articles Include; newspaper, journals, magazines, blogs, newsletters etc.

(iii) Subject to review and approval by CanBIM Certification Program

<b>Activity/Event Type:</b>	
<b>Activity/Event Name:</b>	
City:	Date:
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<b>Activity/Event Name:</b>	
City:	Date:

**3.0 - DECLARATION BY APPLICANT**

I hereby certify all statements made and information provided within this application form (including any attachments hereto) to be true, complete and correct to the best of my knowledge.

Name:

Signature:

Date:

