

APPENDIX 1
PERSONAL PRACTICE FOCUS
(One possible format)

Name:

Date:

Current competencies:

Competencies to develop:

Must:

Want:

Career objectives:

APPENDIX 2 LEARNING PLAN

(One possible format)

Name:

Date:

Current practice:

Career interests:

I will learn to, learn about...	I will learn by...	I intend to complete my learning by...	I know when I have succeeded when...

APPENDIX 4 COMPETENCY RECORDING QUESTIONNAIRE (Required form)

Note: Individual members are required to report their Learning Hours to the OPFA and keep copies of their documents in their personal files. The following questions provide a summary of the member's activities:

1. I have a written Personal Practice Focus in place (prepared, updated or confirmed within the past 3 years and since my last significant job change). Yes/No

2. I have a written Learning Plan Yes/No

3. and it has been in place for the last year Yes/No

4. The goals in my Learning Plan
 - a. have been met
 - b. are progressing as planned
 - c. have not been fully met due to...

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5. During the past year My Continuing Education hours were:

	Hours	Comments (if any)
Current Practice Needs		
Desired competencies		
General Awareness		
Professionalism & Ethics		
Total		

6. As a result, I have revised:
 - a. My PPF yes/no
 - b. My Learning Plan yes/no

7. I have reported status & total continuing education hours in support of your learning plan – date: _____ .

8. I have copies of these documents on file for possible audit along with my current and previous PPF and LP.

_____ Name (Print)

SEAL

_____ Signature

_____ Date