

***APPENDIX 1 – SAMPLE MEMBER’S PERSONAL RECORD OF CONTINUING EDUCATION ACTIVITIES FORM***

The attached form is provided as *one way* in which to record your CE activities throughout the year and simplify reporting each year. This form is also available electronically on the OPFA Website.

**Name:** \_\_\_\_\_

**Member Number:** \_\_\_\_\_

**Year of Record: December 1<sup>st</sup> 200**\_\_\_\_ **to November 31<sup>st</sup> 200** \_\_\_\_\_

DATE	ACTIVITY	LOCATION	NET HRS	TITLE	SUBJECT AREA	COMMENTS	CREDIT
Jan 14 <sup>th</sup> 2004	Seminar	SSM	1	Forest Soil and Water Interactions: Implications for Sustainable Forest Management	General Forestry		3
Jan 19 <sup>th</sup> 2004	Seminar	SSM	1	Horselogging in Haliburton: A Socially and Economically	Specific Forestry		3
<b>EXAMPLE</b>							
Feb 18 <sup>th</sup> 2004	Forum	SSM	2	Climate Change: Forestry Consequences and Solutions	Specific Forestry		6
April 20-21 2004	Conference Field Trip	Huntsville	6 6	Our Changing Forests- The Future of forests and Forestry in the Great Lakes – St-Lawrence	Specific Specific		18 18
May	Reading	Home	5				15
				SUB TOTAL		<b>TOTAL</b>	<b>63</b>

Net hours consist of the direct time spent on an activity- e.g. hours to read a paper, hours at a workshop exclusive of coffee breaks, meals, etc.

**Please remit only the TOTAL Credits for *this period* on your Fees Renewal Notice**