

## 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...

---
  
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