



## Recertification Activity Tracking Forms

The following worksheets are designed to help you record the professional development activities you have engaged in for the purposes of recertification. Each sheet is divided into sections that must be fully completed for each professional development activity within the following eight categories:

1. Attending workshops/seminars
2. Post-secondary education
3. Post-graduate degree
4. Publishing
5. Public speaking/teaching
6. Volunteer leadership
7. Volunteer management narrative
8. Examination

Each section of the form is explained below:

<b>Professional Development Activity Category</b> <i>This is one of the eight professional development categories listed above. Complete only those forms you need to explain your professional development activity.</i>	<b>Maximum PDUs</b> <i>The maximum number of PDUs that can apply toward recertification.</i>		
<b>Description of Specific Activity</b> <i>A short description of the professional development activity. Enough detail should be provided to clearly demonstrate that the activity helped you grow as a professional volunteer administrator.</i>	<b>Date started</b>  <b>Date Completed</b> <i>Identify when you started and completed the activity. Dates must be within past 5 years.</i>	<b>Proof of completion</b> <i>Evidence of registration, statement of grades, project report, employer or client letter etc.</i> <b>Do Not Submit. Retain for your records</b>	<b># of PDUs earned for the activity</b>
1.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
2.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	

# EXAMPLE

<b>Category 1: ATTENDING WORKSHOPS and/or SEMINARS</b>	<b>Maximum PDUs</b>  <b>30</b>			
<b>Description of Professional Development Activity</b>	<b>Date started  Date Completed</b>	<b>Proof of completion  Do NOT submit. Retain for your records</b>	<b># of PDUs for the activity</b>	
1. Behavior Description Interviewing for Managers of Volunteers. A 2 hour workshop put on by the local DOVIA	January 9, 2003 / January 9, 2003	<input checked="" type="checkbox"/> Yes proof of registration <input type="checkbox"/> Not Applicable	2	
2. Trends Affecting Volunteerism. A one hour session put on by the United Way	July 8, 2003 / July 8, 2003	<input checked="" type="checkbox"/> Yes session brochure <input type="checkbox"/> Not Applicable	1	
3.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable		
4.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable		
		<b>TOTAL PDUs</b>	<b>3</b>	

<b>Category 1: ATTENDING WORKSHOPS and/or SEMINARS</b>	<b>Maximum PDUs  30</b>			
<b>Description of Professional Development Activity</b>	<b>Date started  Date Completed</b>	<b>Proof of completion  <i>Do NOT submit. Retain for your records</i></b>	<b># of PDUs for the activity</b>	
1.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable		
2.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable		
3.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable		
4.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable		
5.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable		
6.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable		
7.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable		
8.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable		
9.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable		
		<b>TOTAL PDUs</b>		

<b>Category 2: POST-SECONDARY EDUCATION</b>	<b>Maximum PDUs</b>  <b>30</b>			
<b>Description of Professional Development Activity</b>	<b>Date started  Date Completed</b>	<b>Proof of completion  Do NOT submit. Retain for your records</b>	<b># of PDUs for the activity</b>	
1.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable		
2.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable		
3.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable		
4.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable		
5.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable		
<b>TOTAL PDUs</b>				

<b>Category 3: POST-GRADUATE DEGREE</b>	<b>Maximum PDUs</b>  <b>35</b>		
<b>Description of Professional Development Activity</b>	<b>Date started</b>  <b>Date Completed</b>	<b>Proof of completion</b>  <b>Do NOT submit. Retain for your records</b>	<b># of PDUs for the activity</b>
1.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
2.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
<b>TOTAL PDUs</b>			

<b>Category 4: PUBLISHING</b>	<b>Maximum PDUs</b>  <b>30</b>
-----------------------------------	--

<b>Description of Professional Development Activity</b>	<b>Date started  Date Completed</b>	<b>Proof of completion  <i>Do NOT submit. Retain for your records</i></b>	<b># of PDUs for the activity</b>
1.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
2.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
3.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
4.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
5.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
6.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
7.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
8.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
9.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
10.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
<b>TOTAL PDUs</b>			

<b>Category 5: PUBLIC SPEAKING / TEACHING</b>	<b>Maximum PDUs</b>  <b>30</b>
---	--

  

Description of Professional Development Activity	Date started  Date Completed	Proof of completion  <i>Do NOT submit. Retain for your records</i>	# of PDUs for the activity
1.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
2.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
3.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
4.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
5.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
6.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
7.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
8.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
9.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
10.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
TOTAL PDUs			

<b>Category 6: VOLUNTEER LEADERSHIP</b>	<b>Maximum PDUs</b>  <b>20</b>			
<b>Description of Professional Development Activity</b>	<b>Date started</b>  <b>Date Completed</b>	<b>Proof of completion</b>  <b>Do NOT submit. Retain for your records</b>	<b># of PDUs for the activity</b>	
1.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable		
2.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable		
3.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable		
4.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable		
5.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable		
6.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable		
7.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable		
8.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable		
9.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable		
10.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable		
<b>TOTAL PDUs</b>				



<b>Category 7: VOLUNTEER MANAGEMENT NARRATIVE</b> <i>1500 Words</i>	<b>Maximum PDUs</b>  <b>10</b>		
<b>Description of Professional Development Activity</b>	<b>Date started</b>  <b>Date Completed</b>	<b>Proof of completion</b>	<b># of PDUs for the activity</b>
1. Attach your 1500 word volunteer management narrative	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
<b>TOTAL PDUs</b>			

<b>Category 8: CVA EXAM</b>	<b>Maximum PDUs</b>			
	<b>20</b>			
<b>Description of Professional Development Activity</b>	<b>Date started</b>  <b>Date Completed</b>	<b>Proof of completion</b>  <i>Do NOT submit. Retain for your records</i>	<b># of PDUs for the activity</b>	
1. Attach copy of letter confirming successful passing of the exam.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable		
<b>TOTAL PDUs</b>				