CPRA PROFESSIONAL DEVELOPMENT CERTIFICATION

Recertification Learning Credit Report Form

Please read the instructions carefully and complete the required fields of the form. Incomplete forms will cause significant delays in the audit process and may result in loss of certification. *Use the Recertification Credit Report Guide as a reference when completing the form.*

Part A: Learning Credit Tracker

Last Name [   ]   First Name [   ]

P/T Organization [   ]

....

During the certified 36-month period, CPRA renewal candidate must acquire a minimum of 75 credits. There is a maximum credit limit that can be achieved for each category:

Categories	Max. Credits Earned	Credits Assigned
A. Continuing Education	50	
B. Leadership/Mentoring	20	
C. Instruction, Research or Publication	20	
D. Work Projects/Initiatives	20	
E. Volunteering	20	

	Combined Total	-	

Any receipt or record of proof for the learning categories should be uploaded with the report form.

Date (dd/mm/yyyy)	Learning Credit Category	Specific Activity	Event Description (ex. ARPA conference)	Credits Earned

Date (dd/mm/ yyyy)	Learning Credit Category	Specific Activity	Event Description (ex. ARPA conference)	Credits Earned
		Total Number of Learning Credits Earned		

Part B: Declaration

I hereby declare that this is an accurate record for the certification period ending date. In making this declaration I am prepared to provide further documentation on request by CPRA. I understand that any misrepresentation by me in this application, or in any documentation I provide, will be sufficient cause for removal of my certification status.

Signature _____ Date _____