

# CPD Personal Record Sheet - Informal

**Notes:**

- You will be required to present your personal records (originals not copies) should you be the subject of a spot-check at any stage
- If you choose to use an alternative means of keeping records (e.g. computer spreadsheet) you must at least incorporate the headings below
- As outlined in the CPD Guidelines document you should only count the number of hours actively involved in a CPD activity. Time spent travelling to/from a venue, or social time before/after an event or meeting etc. will not count

Date	Activity	Subject(s) covered / Other details	No. of hours