

Continuing Professional Development

CPD evidence submission form

Please read the accompanying [guidance notes](#) before completing this form. You may find it helpful to read the [examples](#) before you complete the submission form

IChemE will endeavour to respect the confidentiality of the information provided and your submission will be disclosed only to those IChemE Members dealing directly with the review.

Registrants are requested not to include or attach any company sensitive information within their submission.

Please note – There is hidden spell check functionality available on this form, please ensure you have macros enabled and to activate the spell check populate the date field in Section 3 to spell check the whole document.

Family Name	Smith
Given Name	Alan
IChemE Membership No:	123456
Email Address:	alan.smith@email.com
Registration CPD Evidence is provided for	<input checked="" type="checkbox"/> MIChemE / FIChemE / CEng <input type="checkbox"/> CEnv

Section 1 – Status

Do you consider yourself to be professionally active* at this time?

YES – Proceed to Section 2.

NO – I am not professionally active and therefore exempt from the CPD requirements.

Please provide explanatory information of your status in the box below* and proceed to Section 3.

I retired from General Chemicals Ltd. in 2012, and no longer work as a professional engineer. I am not engaged in any engineering related voluntary activities in any capacity.

* See guidance notes for more details

Section 2 – CPD evidence

Please complete the table below, detailing the filenames and description of any accompanying documents that you will refer to in your submission. You are requested to include an up to date CV.

Filename	Description
	Current CV

Please complete the following parts of the form as outlined in the guidance notes.

If the information is already contained within one of your attachments, there is no need to repeat or copy it into the boxes below, but you should explain where the information will be found. This should be done by clearly stating the filename and location within the attachment where the information is to be found (e.g. page number or section number).

The combination of your responses below is designed to show that you are meeting the IChemE's CPD requirements. Please refer to the [guidance notes](#) for more details.

If using acronyms please use the full name when first mentioned and the acronym you are going to use in brackets.

Part A – Planning your CPD (Requirement 1)

Please provide an outline of your CPD process, explaining how and when you review previous CPD activities, identify future needs and set your CPD objectives for the forthcoming cycle/period.

It is suggested that your summary is no longer than 300 words.

Part B – Previous CPD plan (Requirement 2)

Please give start and end date of your **last completed** CPD cycle.

For this last completed CPD cycle, please summarise the development objectives that you set and where appropriate explain:

- Why did you select those development objectives?
- What specific measures of success did you set for those objectives?
- What activities did you plan to carry out to meet the development objectives and why did you choose them?
- How you would know if you met the objectives you set yourself?

It is suggested that you use no more than 500 words.

Part C – Reviewing and reflecting on previous CPD undertaken (Requirements 3 & 4)

For each objective provided in your previous CPD plan above, please summarise below the review and reflection you carried out for each objective including information such as:

- What you learnt from the development activities you completed?
- Did you meet the development objectives and any specific measures of success that had been set?
- What benefits you and your organisation gained from the development activities?

It is suggested that you use no more than 500 words.

What information did you take from the review and reflection of your previous CPD activities described above, to carry forward into your next CPD plan?

It is recommended that you use no more than 200 words.

Part D – Current CPD plan (Requirement 2)

Please give start and end date of your **current** CPD cycle.

For the current CPD cycle please summarise the development objectives that you set and where appropriate explain:

- Why did you select those development objectives?
- What specific measures of success did you set for those objectives?
- What activities did you plan to carry out to meet the development objectives and why did you choose them?
- How would you know if you met the objectives you set yourself?

It is suggested that you use no more than 500 words.

Part E – Supporting others (Requirement 5)

What have you done in the last 12 months that has supported the learning and development of others?

It is recommended that you use no more than 200 words.

Part F – CPD activity types used

For the objectives you described in Parts B, and work described in Part E above, please fill in the table below to show the mix of activity types that were used.

CPD objective/work	Work based learning	Professional activity	Formal / educational	Self-directed learning	Other
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 3 – Declaration

I hereby agree that this CPD report represents a true account of my continuing professional development process and the information contained in this form is correct.

Please tick the box below, and enter your name and date to indicate your agreement to this declaration.

I agree to the declaration <input checked="" type="checkbox"/>	
Print Name:	Alan Smith
Date*:	1st April 2016

* The date field above has a hidden spell check functionality embedded via a macro, to use this please ensure you have macros enabled and to activate the spell check enter a date above and press the tab button.

Kuala Lumpur - London - Melbourne - Rugby - Singapore - Wellington

Contact details for IChemE global office locations can be found at www.icheme.org/contactus

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