**Continuing Professional Development Tracking:**

**Participation in TAC Learning Activities**

Professional associations and certification bodies may require members to report their continuing professional development (CPD) activities for the purpose of maintaining memberships and certifications. The Transportation Association of Canada (TAC) provides opportunities for individuals to accumulate formal or informal learning hours toward their annual CPD requirements.

In most cases, individuals are responsible for certifying their own annual CPD reports. This sheet can help track your participation in TAC’s learning activities, and may constitute a supporting document in your annual CPD reporting process. You may want to use separate tracking forms for different activity types such as training courses, webinars, committee meetings, or conference sessions.

Other supporting documents could include previous event registrations and receipts that are available in your TAC online account (under “My Settings”), meeting minutes that show you as an attendee, or copies of conference programs. Note that TAC does not issue formal certificates except for paid training courses. If you need verification or more information please contact TAC at learning-apprentissage@tac-atc.ca.

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| --- | --- | --- | --- |
| **Your Name** 🡪 |  | **Year** 🡪 |  |
|  |  |  |  |
| **TAC Learning Activity** | **Description / Notes** | **Date** | **Duration (hours)** |
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