

Continuing Professional Development (CPD) Tracking: Participating in TAC learning activities

Professional associations and certification bodies may require members to report their continuing professional development (CPD) activities to maintain their 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 you 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 may include:

- event registrations and receipts available in your TAC online account (under "My Settings")
- meeting minutes that list you as an attendee
- copies of conference programs

TAC does not issue formal certificates except for paid training courses. If you need help or more information, contact secretariat@tac-atc.ca.

Your Name →		Year →	
TAC Learning Activity	Description / Notes	Date	Duration (hours)