**Instructions**

* Use this form to complete your annual continuing professional development (CPD) record.
* You must complete both parts of the annaul CPD record.

**Part 1: Completed CPD**

* Provide information about **5 CPD activities** you have completed over the past 12 months (1 April – 31 March).
* Your annual completed CPD should be at least **30 hours**.
* Reflect on the activity you have completed and write 100-150 words about how it has helped you develop as an HFE professional. For example, consider, what you learnt, what the new information or experience means, and what you will do with this new learning.
* Remember to attach evidence of this activity (if applicable).

**Part 2: Forward Plan CPD**

* Outline 3 activities or goals you want to achieve in the next 12 months.
* Briefly describe the planned activity and how it will help your professional development (150 words or less for each).

Submit your completed record by: **30 April** each year to:

[profmember@hfesnz.org.nz](mailto:profmember@hfesnz.org.nz)

Please note we are working on updating the existing online CPD record. But until it has been updated we are using this form as a short-term measure. We will let you know when the online system is ready to use.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name:** |  | | | | |
| **Activity number:** | 1 | **Activity date:** |  | **Number of CPD hours** |  |
| **Activity Type**  (Delete what doesn’t apply) | | **Description of the activity**  (1 sentence) | | **Self reflection** (100-150 words)  How has this helped you develop as an HFE professional? | |
| Activities to support HFESNZ  Book or book chapter  Education  HFESNZ Conference  HFESNZ Webinar or seminar  HFE-related training, symposium, or course  Mentor/mentee activities  Other conference attended  Other webinar or seminar attended  Peer review journal article  Workplace activities or specific projects | |  | | **What did you learn?** | |
|  | |
| **What action will you take now?** For example, will it change your behaviour, will you try something new, or continue as before? | |
|  | |
| **Attach evidence:** | |  | | | |
| **Name:** |  | | | | |
| **Activity number:** | 2 | **Activity date:** |  | **Number of CPD hours** |  |
| **Activity Type**  (Delete what doesn’t apply) | | **Description of the activity**  (1 sentence) | | **Self reflection** (100-150 words)  How has this helped you develop as an HFE professional? | |
| Activities to support HFESNZ  Book or book chapter  Education  HFESNZ Conference  HFESNZ Webinar or seminar  HFE-related training, symposium, or course  Mentor/mentee activities  Other conference attended  Other webinar or seminar attended  Peer review journal article  Workplace activities or specific projects | |  | | **What did you learn?** | |
|  | |
| **What action will you take now?** For example, will it change your behaviour, will you try something new, or continue as before? | |
|  | |
| **Attach evidence:** | |  | | | |
| **Name:** |  | | | | |
| **Activity number:** | 3 | **Activity date:** |  | **Number of CPD hours** |  |
| **Activity Type**  (Delete what doesn’t apply) | | **Description of the activity**  (1 sentence) | | **Self reflection** (100-150 words)  How has this helped you develop as an HFE professional? | |
| Activities to support HFESNZ  Book or book chapter  Education  HFESNZ Conference  HFESNZ Webinar or seminar  HFE-related training, symposium, or course  Mentor/mentee activities  Other conference attended  Other webinar or seminar attended  Peer review journal article  Workplace activities or specific projects | |  | | **What did you learn?** | |
|  | |
| **What action will you take now?** For example, will it change your behaviour, will you try something new, or continue as before? | |
|  | |
| **Attach evidence:** | |  | | | |
| **Name:** |  | | | | |
| **Activity number:** | 4 | **Activity date:** |  | **Number of CPD hours** |  |
| **Activity Type**  (Delete what doesn’t apply) | | **Description of the activity**  (1 sentence) | | **Self reflection** (100-150 words)  How has this helped you develop as an HFE professional? | |
| Activities to support HFESNZ  Book or book chapter  Education  HFESNZ Conference  HFESNZ Webinar or seminar  HFE-related training, symposium, or course  Mentor/mentee activities  Other conference attended  Other webinar or seminar attended  Peer review journal article  Workplace activities or specific projects | |  | | **What did you learn?** | |
|  | |
| **What action will you take now?** For example, will it change your behaviour, will you try something new, or continue as before? | |
|  | |
| **Attach evidence:** | |  | | | |
| **Name:** |  | | | | |
| **Activity number:** | 5 | **Activity date:** |  | **Number of CPD hours** |  |
| **Activity Type**  (Delete what doesn’t apply) | | **Description of the activity**  (1 sentence) | | **Self reflection** (100-150 words)  How has this helped you develop as an HFE professional? | |
| Activities to support HFESNZ  Book or book chapter  Education  HFESNZ Conference  HFESNZ Webinar or seminar  HFE-related training, symposium, or course  Mentor/mentee activities  Other conference attended  Other webinar or seminar attended  Peer review journal article  Workplace activities or specific projects | |  | | **What did you learn?** | |
|  | |
| **What action will you take now?** For example, will it change your behaviour, will you try something new, or continue as before? | |
|  | |
| **Attach evidence:** | |  | | | |

**Part 2: Forward CPD Plan**

* Outline 3 goals you want to achieve in the next 12 months.
* Briefly describe the planned activity **and** how it will help your professional development (150 words or less for each).

|  |  |  |
| --- | --- | --- |
| **What do I want to learn or achieve?** | **Description of the planned activity** | **How it will help my HFE professional development?** |
| **Activity or Goal 1.** |  |  |
|  |
| **Activity or Goal 2.** |  |  |
|  |
| **Activity or Goal 3.** |  |  |
|  |