

## Continuing Competence Program Activity Log

Registration year: \_\_\_\_\_

A Continuing Competence Program (CCP) Activity Log is a standardized template used to document learning activities linked to the completion of Learning Objectives as listed on an annual Learning Plan and is requested at the time of a CCP compliance audit. The College will accept an alternate document provided it is well-organized, chronological, an easy-to-follow format (e.g. Excel spreadsheet), and contains all of the required information captured in the CCP Activity Log.

**Dedicated hours** refers to the time (in hours) of instruction, participation, review, learning, etc. necessary for an individual to complete a learning activity.

Date	Learning Activity Information*	Related Competency Number	Dedicated Hours	Required Document and/or Certificate Attached (yes/no)

\*Please refer to *Documentation Guidelines for Learning Activities* for the requirements for each learning activity. Most current version available at <http://cmlta.org/wp-content/uploads/2012/07/Documentation-Guidelines-for-Learning-Activities.pdf>

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ College Registration #: \_\_\_\_\_