

PROFESSIONAL DEVELOPMENT REPORTING FORM GUIDELINES

TYPE Refers to the method by which a professional development activity was taken

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| 1. SEMINAR | Programs of one-half to five days duration where a full time moderator was present |
| 2. CORRESPONDENCE | Programs requiring formal submission of assignments with self-study |
| 3. TECHNICAL WRITING | Writing technical articles |
| 4. LECTURE COURSE | Programs which require your regular weekly attendance in a class room setting |
| 5. CONFERENCE | Participation in technical settings |
| 6. TEACHING | Lecturing and or making a formal program. or developing a local government management module or exam |
| 7. TECHNICAL COMMITTEE | Serve as a member of a technical committee |
| 8. TECHNICAL READING | Reading technical articles |
| 9. SELF-STUDY/PROGRAMMED LEARNING | Programs requiring no submission of assignment or assistance from other parties, which use a combination of delivery modes i.e. workbooks, audio cassette, video tapes, etc. |

SPONSOR Is the organization which developed and/or delivered the professional development activity

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| 1. SOCIETY | Any programs offered by the Society i.e. conferences, seminars, distinguished speaker tours |
| 2. UNIVERSITY/COLLEGE/ TECHNICAL SCHOOL | Self explanatory |
| 3. IN-HOUSE | Programs provided by your employer |
| 4. OTHER PROFESSIONAL ORGANIZATIONS | Programs provided by those organizations whose study requirements lead to a professional designation |
| 5. GOVERNMENT | Programs provided by all levels of government, government agencies or associations |
| 6. MANAGEMENT SERVICES ORGANIZATIONS | Organizations which provide programs to management i.e. consulting firms |
| 7. OTHER | Programs provided by associations affiliated with a particular industry i.e. Canadian Chamber of Commerce, banks, trust companies, credit unions, etc. |