









**CPD REPORTING FORM**  
(Submit one per event/activity)

PART 1 – RCIC’s INFORMATION	
<b>First name:</b> _____  <b>Last name:</b> _____	<b>RCIC #:</b> _____

PART 2 – CPD DETAILS (FOR EVENTS ONLY)	
<b>Name of event organizer:</b> _____  <b>Title of event:</b> _____	<b>Original date of event:</b>  _____ (DD-MM-YYYY)

PART 3A – CPD EVENT (CHECK ONE)	TOTAL CPD HOUR(S)
<ul style="list-style-type: none"> <li> <b>Attended an in-person paid</b> event (educational seminar, workshop, conference, or academic immigration course).   Attach proof of payment and final agenda of the event.           </li> </ul>	_____ CPD hour(s) (1 hr = 1 CPD hour)
<ul style="list-style-type: none"> <li> <b>Attended an in-person free</b> event, no payment receipt issued   Attach details on appropriate authority of the event (e.g., organizer): full name, title, contact information and signature; signed <a href="#">Certification Form</a> (complete Part 1) and final agenda of the event.           </li> </ul>	_____ CPD hour(s) (1 hr = 1 CPD hour)
<ul style="list-style-type: none"> <li> <b>Participated in an online, live</b> event where there was opportunity to ask questions (e.g., real time webcast, streaming video, web, or teleconference).   Attach proof of payment and signed <a href="#">Certification Form</a> (complete Part 2).           </li> </ul>	_____ CPD hour(s) (1 hr = 1 CPD hour)
<ul style="list-style-type: none"> <li> <b>Watched</b> an approved CPD event via internet, DVD, video, or CD within 90 days of the conclusion of the event or before the end of the extension period.   Attach proof of payment and signed <a href="#">Certification Form</a> (complete Part 3).           </li> </ul>	_____ CPD hour(s) (1 hr = 1 CPD hour)

PART 3B – CPD ACTIVITY (CHECK ONE)	TOTAL CPD HOUR(S)
<ul style="list-style-type: none"> <li>• <b>Taught, moderated or spoke</b> at a conference on immigration   Attach conference agenda, course description and letter on institution's letterhead from program director or coordinator of the education institution where course is taught.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>1<sup>st</sup> delivery for membership year</b>  _____ hr(s) x 3 = _____ CPD hours</li> <li>• <b>Subsequent deliveries</b>  _____ hr(s) x 1.5 = _____ CPD hour(s)</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Facilitated</b> group case study discussions relating to immigration   Attach a list including signatures of all members who attended the forum.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>1<sup>st</sup> delivery for membership year</b>  _____ hr(s) x 3 = _____ CPD hours</li> <li>• <b>Subsequent deliveries</b>  _____ hr(s) x 1.5 = _____ CPD hour(s)</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Participated</b> in group case study discussions relating to immigration</li> </ul>	<p>_____ CPD hour(s)  (1 hr = 1 CPD hour)</p> <p><i>(Maximum of 2 hours will be credited per session)</i></p>
<ul style="list-style-type: none"> <li>• <b>Wrote</b> articles on immigration for publication (e.g., newspaper, newsletter, blog). Article(s) must be translated to either English or French by a certified translator if written in another language.   Attach copy of published article.</li> </ul>	<p>_____ CPD hour(s)  (1 hr = 1 CPD hour)</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> submission for membership year</li> <li>• Subsequent submission</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Published or edited</b> books on the study or practice of immigration. Book(s) must be translated to either English or French by a certified translator if written in another language.   Attach copy of publication.</li> </ul>	<p>_____ CPD hour(s)  (1 hr = 1 CPD hour)</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> submission for membership year</li> <li>• Subsequent submission</li> </ul>

SUBMITTING CPD REPORTING FORM(S)
<ul style="list-style-type: none"> <li>▪ <b>Complete reporting form(s), attach <u>ALL</u> required documentation and mail to:</b>  ICCRC  5500 North Service Rd., Suite 1002  Burlington ON L7L 6W6</li> <li>▪ Reporting forms and supporting documents can be submitted as CPD hours are accumulated. At the latest, they must be received at ICCRC headquarters by January 31 for each prior calendar year.</li> <li>▪ Allow three (3) weeks for processing from the time your submission is received by ICCRC. Log into <a href="http://MyCPDHours.com">My CPD Hours</a> to check your CPD credits. Report any errors immediately to <a href="mailto:info@icccr-crcic.ca">info@icccr-crcic.ca</a>.</li> </ul>

#### ADDITIONAL INFORMATION

- Read the [CPD Regulation](#) for information on activities eligible for CPD hours, how to calculate CPD hours, the maximum number of hours credited for an activity, etc.
- Practice Management Education (PME) courses **ARE NOT** eligible for CPD credit.

RCIC's signature:

Today's Date: