



---

## PROFESSIONAL DEVELOPMENT PARTICIPATION FORM

This form is required for any Continuing Professional Development (CPD) activity that does not issue a formal certificate of attendance or certificate of completion. Fill out this form completely upon conclusion of the activity and upload it to the Activity Log.

- Ensure that learning objectives from the activity are developed and documented. Objectives can be developed jointly with instructor or coach.
- Obtain a signature from the instructor or coach presenting the activity.
- Private coaching/mentoring can be done by a recognized subject matter expert, but may not be a peer or coach from the same gym as the certificant.
- Participation on advisory boards and speakers or panelists may only count CEUs one time per topic.
- CEUs can only be counted for the actual time spent in the activity, not the total time for the event.

### About the Activity

Participant Name \_\_\_\_\_

Activity or Event Name \_\_\_\_\_

Dates of Activity \_\_\_\_\_

CEUs Requested (total practical time spent in educational activity) \_\_\_\_\_

### Event Coordinator or Instructor Info

Event Coordinator or Instructor Name \_\_\_\_\_

Event Coordinator or Instructor Phone Number \_\_\_\_\_

Event Coordinator or Instructor Email \_\_\_\_\_

Event Coordinator or Instructor Website \_\_\_\_\_

### Learning Objectives

Please provide the list of learning objectives established by participant and coach: (minimum of 2 objectives)

×

---

*Event Coordinator or Instructor Signature*