

Certificate of Participation in CPD Activities for HCAA

ORGANISATION PROVIDING CPD ACTIVITY: _____

CONTACT PERSON

NAME: _____ ROLE: _____

CONTACT PH: _____ EMAIL: _____

PRESENTER/S: _____

SIGNATURE/S: _____

DATE OF EVENT: _____ LOCATION: _____

SUBJECT/S: _____

_____ (ATTACH MORE INFO IF REQUIRED)

LENGTH OF EVENT/PRESENTATION: _____

HCAA MEMBER NAME: _____

Notes

Eligibility: Current full members of the HCAA are permitted to participate in its CPD programme. Members, who are not full members, may participate in the CPD programme on the basis that they are accruing points and expect to apply for full membership within one year. The term "member" includes all membership categories of the HCAA except Affiliate and Corporate Members.

Content: Content of CPD activities should relate to the theory and general practice of hydraulic services design, as defined for purposes of membership of the HCAA. However, content could also include education for other skills and related professional practices including business management and ethical studies.

Reporting: Members shall report their CPD activity via the HCAA website, by using their member login, entering the required activity details and attaching this certificate as documentary evidence. HCAA organised events have points awarded automatically, based on records of attendance.