



Certification Maintenance Record Keeping Form

Submit with CCDM renewal application

Name: _____ SCDM ID# _____

Date: _____ Email: _____

Use this form for professional development activities:

- IACET CEUs
- Webinars, conferences, forums, tutorials
- Listing of other SCDM involvement (committees, published articles, presentations)
- Non-SCDM educational activity

Title of Activity	Completion Date	Sponsoring Organization	Number of Contact Hours	Evidence of Attendance	Office Use Only

Contact Hours are actual time spent in the educational activity minus breaks
 1 contact hour = .1 CEU
 or letter of completion/attendance.

Evidence of Attendance can be a copy of a certificate