



Declaration of Professional Practice and Professional Development for Renewal of Registration 2018

Declaration of Hours of Professional Practice

I, _____, hereby declare that I have been active in the Practice of Chemistry ¹ for at least 400 hours in the past year, or alternatively, 1200 hours in the past three years.		
Signature	ACPA Member Number	Date

Declaration of Professional Development Credits (PDCs) Earned

Activities Approved for Credit ²	Allowable Credits	Credits Earned ³
Relevant work experience in the practice of chemistry in excess of the minimum of 400 hours in this credit year	1 PDC / 40 hours (max. 30 PDCs)	
Coaching & mentoring on-the-job	1 PDC / day (max. 10 PDCs)	
Development and documentation of in-house test methods	2 PDCs / method	
Reading relevant professional or technical literature	1 PDC / 2 hours (max. 10 PDCs)	
Attending relevant courses, conferences, seminars & workshops	1 PDC / hour duration	
Presenting or chairing a course, seminar or workshop	3 PDCs / hour presenting or chairing	
Researching and presenting a learned paper or poster at a local/regional meeting	5 PDCs / paper or poster	
Researching and presenting a learned paper or poster at a national/international meeting	10 PDCs / paper or poster	
Writing published paper or article – peer reviewed	10 PDCs / paper or article	
Peer-reviewing a paper for a peer-reviewed journal	10 PDCs per paper	
Writing published paper or article – not peer reviewed	5 PDCs / paper or article	
Writing and submitting a patent	20 PDCs per patent	
Organizing or assisting ACPA activities or special events (Chemistry Week, Science Fairs)	1 PDC / hour (max. 10 PDCs per event)	
Attending ACPA meetings (e.g., the AGM)	4 PDCs / meeting	
ACPA Board Member or Executive Position	1 PDC / hour (max. 10 PDCs per position)	
Active membership in other relevant associations or societies other than the ACPA	4 PDCs / society (max. 12 PDCs)	
Executive position or organizing activities for other relevant associations or societies other than the ACPA	1 PDC / hour (max. 10 PDCs)	
2018 Total PDCs earned in this credit year:		

Statement of Claimed PDCs

	Earned PDCs Available	PDCs Claimed for This Year 2018	PDCs Carried Forward to Next Year 2019
PDCs carried forward from two credit years previous			Nil ⁴
PDCs carried forward from the previous credit year			(Available PDCs – Claimed PDCs)
PDCs earned in this credit year (documented in the table above)			(Available PDCs – Claimed PDCs)
Total PDCs claimed in this credit year: (50 PDCs are required for renewal of registration)			

I, _____, hereby declare that the information provided above is factual and correct. I acknowledge that the information is subject to independent verification and I commit to maintain records to support the information provided.

Signature	ACPA Member Number	Date
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Members are reminded that ACPA will audit the PDC credits of its members on a random basis. Those members selected for audit in a given year will be asked to provide documentation to support the information on the relevant PDC form. The audit will be performed annually, so it is important that all members maintain records of their PDC activities for a period of five years.

Notes:

1. “Practice of Chemistry” means: (i) sampling, analyzing, evaluating, interpreting, reporting, advising, training and educating in the chemical sciences, (ii) the application of chemical sciences including, without limitation, environmental monitoring, industrial chemistry, research, quality systems, laboratory operations and method development, and (iii) the management of the activities listed in clauses (i) and (ii).
2. Relevant activities other than those listed will be considered for credit on application to the ACPA.
3. Credit may be earned only for those activities undertaken in the “credit year”, being the calendar year immediately preceding the year for which renewal of registration is requested.
4. Unused credits from two years (or more) previous may not be carried forward to the following year.
5. PDC credits can now be recorded and tracked online when members are successfully logged into their Membership Account through the ACPA website.

Request for Extension

A Professional Chemist must have been active in the Practice of Chemistry for 400 hours in one year or 1200 hours in three years and have obtained 50 PDCs in one year or 150 PDCs in three years to be eligible for renewal of registration. If a Professional Chemist is unable to claim the required number of hours or PDCs, the deficit may be made up for in either or both of the subsequent two years. To request permission to do this, the Professional Chemist must complete and sign the request provided below.

I, _____, hereby request to exercise my option to accumulate the hours of professional practice and/or the PDCs required for renewal of registration over the three-year period that commences with this credit year.		
I declare that the deficit in the number of hours I have been active in the Practice of Chemistry in this credit year is _____ hours (where the deficit = 400 hours – actual number of hours worked).		
I declare that the deficit in the number of PDCs I have claimed for this credit year is _____ PDCs. (where the deficit = 50 PDCs – PDCs claimed in this year)		
I declare that it is my intent to make up for the declared deficit in the hours of professional practice and/or the number of PDCs within the next two credit years. I commit to show the PDC deficit as a negative carry-forward on next year's return.		
Signature	ACPA Member Number	Date

Please retain a copy of this declaration for your records.