

Professional Development Units (PDUs) Per three-year reporting period	Continuing Professional Development for Chartered Managers Institute Criteria Reporting Form 80 points required over a three-year period	Points Achieved
The three-year period begins on June 1 <sup>st</sup> of each year.		
For new Chartered Managers, the period begins on the next June 1 <sup>st</sup> following their becoming a paid member.		
For existing members, the three-year period commences on June 1, 2017. (PDU's earned from October 22, 2016 through May 31, 2017—during the transition period to C. Mgr., can still be used toward the June 1, 2017 to May 31, 2020 three-year period). To do so, members <u>must submit an individual request to do so</u> , through Head Office no later than August 31, 2017. May be required to submit documentation for each claimed PDU for period from October 22, 2016 to May 31, 2017 upon request.		
<b>Professional Activities:</b>		
10-Maximum	Team leader for management related project for employer. Must provide scope of project while protecting confidentiality. <i>(Scope must be for project work outside of regular job duties.)</i>	
25-Maximum	Mentoring in the CONNECTIONS program. <i>(minimum of 30-hours of mentoring)</i>	
25-Maximum	Significant change in job related duties – i.e. promotion. <i>(Promotion to a higher-level position, "grade scale", within the same organization)</i>	
30-Maximum	Publish an article pertaining to management. <i>(Minimum of 700 words, double spaced—approximately 3 full pages.)</i>	
<b>Educational and Self Directed Learning:</b>		
15-Maximum	1 PDU may be earned for each documented hour of self-directed independent learning that enhances management knowledge or skills. <i>(Reading papers, books as examples)</i>	
15-Yearly (Maximum 45)	1 PDU may be earned for each documented hour of learning in a structured environment that enhances management knowledge or skills <i>(Workshops, training course sessions, seminars, CIM Education Symposium for examples)</i>	

15-Yearly (Maximum 45)	Attending educational programs offered by an educational organization approved through the Institute. These providers have adherence to quality criteria established by the Institute, and are sole authorized to issue the Institute's PDUs to attendees.	
60-Maximum	Develop a course/material approved by the National Education Committee ( <i>must be implemented by the Institute</i> )	
<b>Institute Chapter Participation:</b>		
20-Yearly (Maximum 60)	Serve a term on Chapter Executive	
20-Maximum	Serve as a speaker at a Chapter Function ( <i>Presentation between 15-30 minutes to qualify</i> ).	
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<b>Institute National Involvement:</b>		
10-Yearly (Maximum 30)	Attended the Institute National AGM.	
15-Yearly (Maximum 45)	Participated as an Institute National Sub-Committee Member	
25-Yearly (Maximum 75)	Participated as an Institute National Sub-Committee Chairperson.	
25-Yearly (Maximum 75)	Participated as an Institute National Board Committee Member.	
30-Yearly (Maximum 90)	Serve a term on the Institute's National Board	
<b>Volunteers Leadership to Professional or Community Organization</b>		
20-Yearly (Maximum 60)	Served a term as Board Member of another association	
25-Yearly (Maximum 75)	Annual community involvement as a volunteer with a minimum of 40 hours	
25-Maximum	Provide management related service to a community or charitable group.	

\*\*Final decisions regarding any indistinct P.D.U.'s being granted will be at the discretion of the Institute's Continuing Professional Development Review Committee.