

## CBGC Continuing Practice Credits (CPC) Logbook



### INSTRUCTIONS (PLEASE WRITE LEGIBLY):

- **\*The first start date listed should be the month following your last Canadian certification** (i.e. Certification exam written October 2004, first start date is November 2004) or January 1 of the year following a successful recertification.
- If you have held different positions within the same organization/institution please list them separately. Please provide only your MAIN roles and responsibilities for each entry. If you have worked part-time and full-time within the same organization, please record as separate entries.
- Leaves of absence do not count toward CPCs.
- Please DO NOT SEND supporting documentation unless you receive notice of an audit.
- Please enter work experience chronologically and stay within the allotted space.
- Please only list up to the maximum allowable credits. Additional information beyond this threshold will not be considered.

The following is an example of how a logbook should be completed.

No.	Employer (Institution and Program)	Job Title	Main Roles/ Responsibilities	Start Date* (mm/yyyy)	End Date (mm/yyyy)	Years of Service	FTE (Full Time Equivalent)	CPC Earned = Years x FTE x 10
1	North York General Hospital – Genetics Program	Genetic Counsellor	Clinical genetic counselling	11/2004	05/2007	2.5	1.0	25
2	IWK – Genetics Program	Clinic Manager	Management of Clinical Genetics Team	06/2007	06/2012	5.0	0.5	25
3	IWK – Genetics Program	Research Coordinator	Clinical genetics research - planning/grant applications /recruitment/subject consent	06/2007	06/2012	5.0	0.2	10
4	London Health Sciences Centre - Genetics Program	Genetic Counsellor	Clinical genetic counselling	01/2013	07/2013	0.6 (7 months)	1.0	0.6

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NAME OF APPLICANT: \_\_\_\_\_

YEAR/MONTH OF LAST CERTIFICATION: \_\_\_\_\_

Employer (Institution and Program)	Job Title	Main Roles/ Responsibilities	Start Date* (mm/yyyy)	End Date (mm/yyyy)	Years of Service	FTE (Full Time Equivalent)	CPC Earned = Years x FTE x 10

PAGE \_\_\_\_\_ OF \_\_\_\_\_

TOTAL CPCS EARNED: \_\_\_\_\_

By signing this record of employment, I am verifying that the employment information provided above is accurate and complete.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

A minimum of **20** and a maximum of **70** continuing practice credits (CPCs) may be collected for the 10-year period. Please do not log more than maximum number of CPCs.  
**This logbook may be selected for audit.**