



**SCHEDULE B**  
**Continuing Professional Development Program**  
**Occupational Independent Skills Training Reporting Form**  
**September 2023**

This form is intended to be used for Members registered under the CBCO / BCQ stream to submit a summary of their completed Occupational Independent Skills Training Credits. These credits are intended to be self-reported credits which may include Committee Meetings, Mentoring, Professional Writing, Reading, Presentations / Training, Professional Tours, and Occupational skills.

These credits are valued at one (1) credit per one hour of participation in the activity of choice. It is the responsibility of a member to achieve a minimum of 30 Occupational Independent Credits per CPDP cycle (3 years) in this category. It is also the member's responsibility to track and record the activity, hours and credits as well maintaining all supporting documents for auditing purposes for up to one full year past the completion of a cycle.

Submission of Reporting Form

Members complete this form on a per year basis or as education activity is completed and upload it through the OBOA website. This will allow OBOA staff to update the Master CPDP table to keep the information as current as possible.

Along with the form, the member is required to upload the supporting documents for the activity.

<b>Maximum Credit Tracking List Per Cycle</b>	
<b>Type of Learning Credit</b>	<b>Maximum number of credits permitted</b>
Professional Writing	15
Reading Journal Articles	5
Presentations / Training	10
Teaching	30
OBOA Board Meetings	15
Soft Skills Training	30
Mentorship	15
OBOA Chapter / Committee Meetings	15

**Completed Independent Credits Table**

<b>Date of Activity</b>	<b>Description of Activity</b>	<b>Total Number of Hours</b>	<b>Number of CPDP Credits</b>
2025-03-26	Testing the additional buttons for multi submissions.	600	3600

<b>Date of Activity</b>	<b>Description of Activity</b>	<b>Total Number of Hours</b>	<b>Number of CPDP Credits</b>