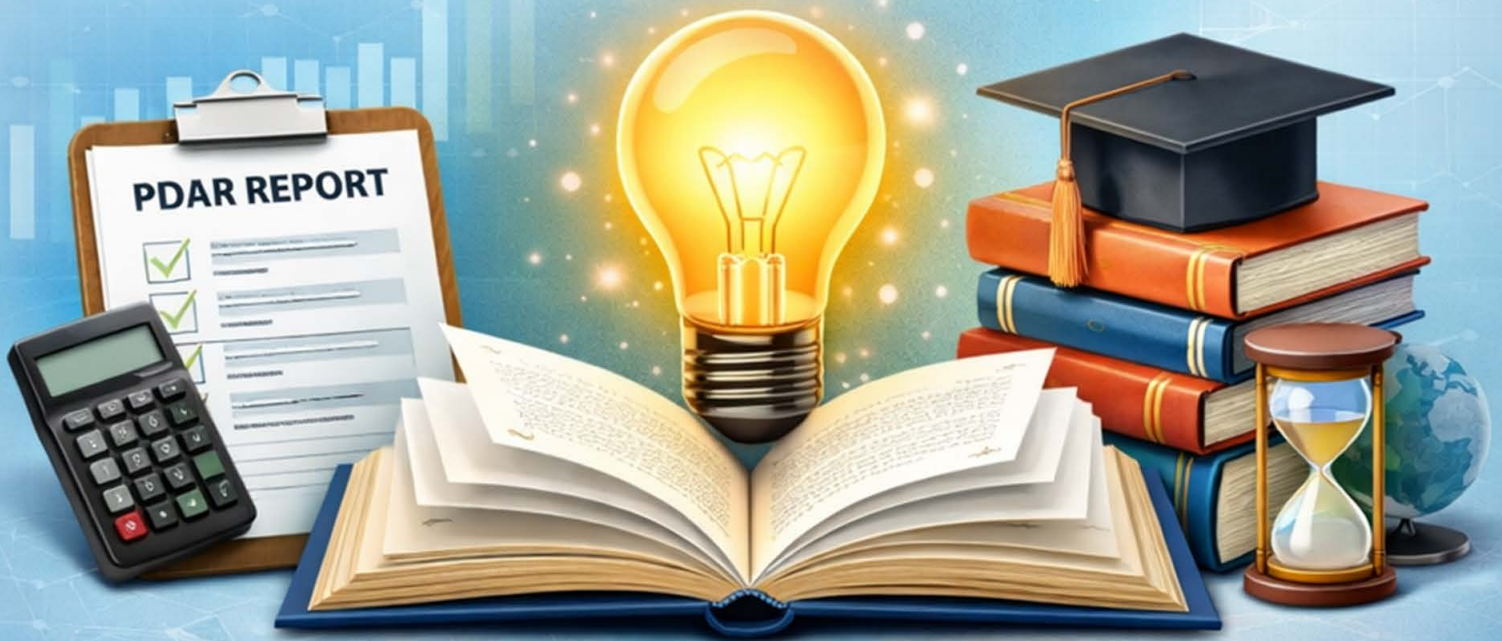


IBCT Policy for Continuous Education and Professional Development



**Guidelines for Reporting Continuous Education
Activities & PDAR Credits Calculation Example**

Read this document before filling in your PDARs



IBCT Policy of Continuous Education & Professional Development

One of the major goals of IBCT is to promote and encourage continuing education and professional development. Members can meet this standard by identifying their strengths and weaknesses related to the field of management, setting professional development goals, and then formulating an action plan to meet the goals.

Examples of development activities could be: attending training sessions, co-training, supervision, provide and receive professional coaching or training room observation, writing and reading a book related to training, attending a conference.

The yearly minimum of verifiable continuing education credits (CE) per trainer, starting from 2012, is an average of 100 credits per year. The board acknowledges the extra learning activities as follows:

CE credit	learning activity	CE credits	learning activity
10	A half-day training session as a co-trainer	20	A half-day training session as a single trainer
10	A half-day HR-related consultation visit	5	Attending a half-day seminar/e-learning session
2.5	A half-day training observation	15	Delivering a half-day seminar/e-learning session
2.5	A half-day coaching or mentoring	10	A half-day of career counseling
5	A half-day of reading professional literature	5	A half-day of representing a professional organization in training &
10	Attending one day training program	10	Participating in designing HR-related training material.
5	Writing an article about training and coaching	20	Full attendance for a conference about Training /HRD.

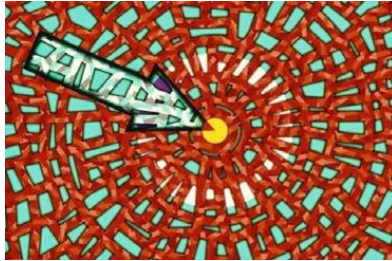
Trainers may choose from extra training activities to achieve their minimum of CE credit. The quantity of 300 credits can be spread in within a time frame of 3 years.

To maintain the PT or CT status a certain quantity of professional extra training or extra learning should be done by the trainer. A reporting form should be submitted by the trainer for each year. Once every three years there will be a recertification. PT's will demonstrate their continuing education of the past years and CT's will demonstrate on top of that the customer satisfaction of training sessions they have conducted recently.



The following table is an example of a trainer's continuing professional education report:

<i>Development goals</i>	<i>Activity</i>	<i>Date</i>	<i>Hours</i>	<i>Credits</i>	<i>Location</i>
To improve my communication skills	Attending a workshop on Effective Communication	2/3/2013	5 h	10	ASTD, USA
To master spreadsheet applications	Attending a workshop on Excel for Trainers	7/7/2013	10 h	20	Local Computer World Store
To develop my Leadership skills	ASTD National Conference Workshops 1 & 2	10/4/2013 – 10/6/2013	16 h	20	Fort Worth TX
To upgrade my knowledge on Motivation	Read – Seven habits of highly effective people	10/2013	5 h	5	Self-study at home & office.
To update my knowledge on presentation skills	I enjoyed reading a great book entitled "Presentation skills for success" (Click this to know more about such a book). It's very useful tool to train students and all the beginners on presentation skills.	June 2013 to December 2013	10 h	10	Self-study at home & office.
To improve didactic skills	Work as a co-trainer with the pin wall method	December 2013	16 h	20	Cairo
To improve my auditing skills	Learning by doing as an IBCT auditor while certifying trading centers	November 2013	10 h	15	Tanta
				100	



Professional Development Activity Report (P.D.A.R.)
 For your completed professional development goals for the last year.
 Concerning the **FIRST** year after (re)certification as CT.
 Please submit an average of 100 credits or more per year.

Name					
Address					
Postcode					
City					
Country					
E-mail address					
Year when last certified					
Development goal¹	Activity²	Date³	Hours	Credits	Location

By signing below, I am certifying that the items reported on this form are true.

Signature	
Date	

1. What was my development goals/objectives?
2. What activities did I undertake to achieve my objectives?
3. Date of achieving every objective.



Professional Development Activity Report (P.D.A.R.)
 For your completed professional development goals for the last year.
 Concerning the **SECOND** year after (re)certification as CT.
 Please submit an average of 100 credits or more per year.

Name						
Address						
Postcode						
City						
Country						
E-mail address						
Year when last certified						
			Hours	Credits	Location	
Development goal¹	Activity²	Date³				

By signing below, I am certifying that the items reported on this form are true.

Signature	
Date	

1. What was my development goals/objectives?
2. What activities did I undertake to achieve my objectives?
3. Date of achieving every objective.



Professional Development Activity Report (P.D.A.R.)
 For your completed professional development goals for the last year.
 Concerning the **THIRD** year after (re)certification as CT.
 Please submit an average of 100 credits or more per year.

Name					
Address					
Postcode					
City					
Country					
E-mail address					
Year when last certified					
Development goal¹	Activity²	Date³	Hours	Credits	Location

By signing below, I am certifying that the items reported on this form are true.

Signature	
Date	

1. What was my development goals/objectives?
2. What activities did I undertake to achieve my objectives?
3. Date of achieving every objective