

## What kind of documentation do I need to support PDCs claimed?

Professional Development Activity	PDC Allotment	Documentation
Relevant work experience in the practice of chemistry in excess of the minimum of 400 hours in the credit year	1 PDC per 40 hours (max 30 PDCs)	Letter from employer affirming employment. or reference from a professional that can vouch for you.
Coaching & mentoring on the job	1 PDC per day (max 10 PDCs)	Letter from manager or HR .
Development and documentation of in-house test methods	2 PDCs per method (max 10 PDCs)	Title of method, dates worked on, list of coworkers / authors
Reading relevant professional or technical literature	1 PDC per 2 hours (max 10 PDCs)	Paper bibliography, hours reading, date read.
Attending relevant courses, conferences, seminars & workshops	1 PDC per hour duration (max 20 PDCs)	Topic, location, date, hours and receipt or attendance confirmation
Presenting or chairing a course, seminar or workshop outside of regular work experience	3 PDCs per hour presenting or chairing (max 15 PDCs)	Topic, location, date, hours, receipt or poster advertising session
Researching and presenting a learned paper or poster at a local or regional meeting	5 PDCs per paper or poster (max 15 PDCs)	Title of paper/poster, meeting, location, dates, meeting organizer
Researching and presenting a learned paper or poster at a national or international meeting	10 PDCs per paper or poster (max 20 PDCs)	Title of paper/poster, meeting, location, dates, meeting organizer
Writing published paper or article – peer reviewed	10 PDCs per paper or article (max 20 PDCs)	Paper title, publication, dates, bibliographic data
Peer-reviewing a paper for a peer-reviewed journal	5 PDCs per paper (max 10 PDC's)	Letter of recognition from Journal Editors
Writing published paper or article – not peer reviewed	5 PDCs per paper or article (max 10 PDCs)	Paper title, publication, dates, bibliographic data
Writing and submitting a patent	20 PDCs per patent (max 20 PDCs)	Patent title, date, bibliographic data
Organizing or assisting ACPA activities or special events (Chemistry Week, Science Fairs)	1 PDC per hour (max 10 PDCs)	Activity, duration, dates, event title
Attending ACPA meetings (e.g., the AGM)	4 PDCs per meeting (max 12 PDCs)	Name badge, official attendance sheet

Professional Development Activity	PDC Allotment	Documentation
ACPA Board Member or Executive Position or member of an ACPA Committee	1 PDC per hour (max 10 PDCs per position)	ACPA records
Active membership in other relevant associations or societies <b>other</b> than the ACPA	4 PDCs per society (max 12 PDCs)	Receipts or membership cards
Executive position or organizing activities for other relevant associations or societies <b>other</b> than the ACPA	1 PDC per hour (max 10 PDCs)	Letter from organization