Credential Maintenance Reporting Form
Certified Petroleum Data Analyst (CPDA)

Credential Maintenance Reporting Form

To submit this form, you must complete all fields. All information must be submitted in English.
If you have questions, please contact: certification@ppdm.org.

CPDA Number: (This can be found on your certificate.)

Contact Information:

Prefix: Select Prefix	First Name:	Last Name:

Address:

City:	State/Province/Territory:	Country:	ZIP/Postal Code:

Email:	Work Phone (Incl. extension):	Personal Phone (Incl. extension):

The Credential Maintenance requirement is ninety (90) Professional Development Units (PDUs) per certification term. Each term is constructed of three (3) cycles (years). It is expected that all CPDAs will achieve a minimum of the 15 PDUs in each of the cycles in order to stay relevant in every cycle. There are no constraints on the maximum PDU's that may be submitted; however, the minimums must be met per certification term.

These PDUs can be earned through various professional development activities that center on one of two areas:
Group A: Education – Learning opportunities that allow you to expand and enhance your technical, leadership, or strategic and business management skills.
Competency: Specific
A minimum of sixty (60) PDUs required per certification term.

Group B: Giving back to the Profession – Activities that enable you to share and utilize your knowledge and skills to contribute to and help build the
profession.
Competency: Non-Specific
A minimum of thirty (30) PDUs required per certification term.

Credential Maintenance Submission Notes:

Note: For more information, please refer to the CPDA Credential Maintenance Handbook www.ppdm.org/certification

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Group A: Education, 60 PDUs Minimum

Learning opportunities that allow you to expand and enhance your technical, leadership, or strategic and business management skills.

Competency: Specific

If you have selected the option "Multiple Competency Areas" in the competency field, please list the applicable competency areas on page 1 of this document in the **Credential Maintenance Submission Notes** section.

Date (dd-mm-yy)	Competency Area	Description/Title of Completed Activities	Organizer/Provider	PDU's Earned	PDU's Claimed	Supporting Documentation Retained (Yes/No)
	Select Option					Select Option
	Select Option					Select Option
	Select Option					Select Option
	Select Option					Select Option
	Select Option					Select Option
	Select Option					Select Option
	Select Option					Select Option
	Select Option					Select Option
	Select Option					Select Option
	Select Option					Select Option
	Select Option					Select Option
	Select Option					Select Option
	Select Option					Select Option
			Subtotal	0	0	

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Group A: Education, 60 PDUs Minimum (----Continued----)

Date (dd-mm-yy)	Competency Area	Description/Title of Completed Activities	Organizer/Provider	PDU's Earned	PDU's Claimed	Supporting Documentation Retained (Yes/No)
	Select Option					Select Option
	Select Option					Select Option
	Select Option					Select Option
	Select Option					Select Option
	Select Option					Select Option
	Select Option					Select Option
	Select Option					Select Option
	Select Option					Select Option
	Select Option					Select Option
	Select Option					Select Option
	Select Option					Select Option
	Select Option					Select Option
	Select Option					Select Option
	Select Option					Select Option
			Subtotal	0	0	

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Group B: Giving back to the Profession, 30 PDU's Minimum

Activities that enable you to share and utilize your knowledge and skills to contribute to and help build the profession.

Competency: Non-Specific

Date (dd-mm-yy)	Description/Title of Completed Activities	Organizer/Provider	PDU's	Supporting Documentation Retained (Yes / No)
				Select Option
				Select Option
				Select Option
				Select Option
				Select Option
				Select Option
				Select Option
				Select Option
				Select Option
				Select Option
				Select Option
				Select Option
				Select Option
		Subtotal	0	

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Reaffirmation of Ethical Integrity and Confirmation of Submission – CPDA's must agree to the below statements indicated by signing the acknowledgement below.

I am personally submitting and I attest that the information provided is correct. I understand and acknowledge that any incorrect information or misrepresentation of the information contained within this submission, may result in disciplinary action, including suspension of my CPDA certification and other benefits associated with the PPDM Association.

I understand that as a CPDA I must obtain and maintain documentation supporting reported PDU activities. Documentation must be retained for twelve months following the end of each certification term and contain each of the 3 reporting cycles and as outlined in the CPDA Credential Maintenance Handbook.

I agree to this statement (Electronic Signature Section):_____

Date: _____

To submit this form, please email the complete and signed form to certification@ppdm.org

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Audit Process: The registrar will review all credential maintenance submissions and reserves the right to conduct a detailed audit of candidate reporting. During each cycle approximately 10% of renewing graduates will be randomly selected for an audit for their submission.

For further information regarding credential maintenance please refer to your CPDA Credential Maintenance Handbook at www.ppdm.org/certification or contact the Office of the Registrar at Certification@ppdm.org

SAVE PRINT RESET FORM