

PROCUREMENT AND SUPPLIES PROFESSIONALS AND TECHNICIANS BOARD



ANNUAL RETURN TO PSPTB OF CPD HOURS UNDERGONE

YEAR OF RETURN.....

NAME:

PSPTB REGISTRATION NO: TEL NO:

ADDRESS:

EMAIL ADDRESS:

1. COURSE/SEMINAR/WORKSHOP/CONFERENCE ATTENDED

DATE	DESCRIPTION OR TITLE OF COURSE	ORGANIZER OF THE COURSE	DURATION (HOURS)
	SUB-TOTAL		

2. OTHER CPD ACTIVITIES OBTAINED:

DATE	DESCRIPTION OR TITLE OF COURSE	ORGANIZER OF THE COURSE	DURATION (HOURS)
	SUB-TOTAL		

3. OTHER PROFESSIONAL MATTERS:(Paper writing, article, Contributions to PSJ)

NAME OF JOURNAL OR OTHER READING MATERIAL	PUBLISHER	DURATION (HOURS)
	SUB-TOTAL	
	TOTAL HOURS	

4. ANY OTHER INFORMATION

If you have any relevant information/suggestions please explain:

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5. DECLARATION

I do declare that the above information is true and correct.

DATE:

SIGNATURE:

NB:

- (i) Attach copy of Certificate for any seminar/workshop conducted by Institutions other than PSPTB
- (ii) Do not attach certificates – For CPD activities conducted by PSPTB.
- (iii) PSPTB requests you to submit CPD returns at each calendar year i.e.before 30th January each year.