



# INSTITUTE OF INFORMATION MANAGEMENT (IIM)

## CONTINUING PROFESSIONAL DEVELOPMENT (CPD) LOGBOOK

### SECTION A: CANDIDATE/MEMBER INFORMATION

Field	Details
Full Name	
Membership Number	
Membership Category	<input type="checkbox"/> GMIIM <input type="checkbox"/> AMIIM <input type="checkbox"/> PMIIM <input type="checkbox"/> SPMIIM <input type="checkbox"/> FIIM
Job Title / Role	
Organisation	
Email Address	
Phone Number	
CPD Reporting Year	

### SECTION B: CPD SUMMARY FOR THE YEAR

CPD Activity Category	Maximum Points Allowed	Points Earned	Verified (Office Use)
IM-related Work / Projects / Consultancy	10		
IIM Trainings, Webinars, Workshops, Conferences	20		
External IM-related Trainings / Courses	10		
Publications – Articles / Papers	10		
Publications – Books / Co-authorship	20		
Lecturing / Tutoring	10		
Examination Setting / Marking	10		
IM-related Community Service	5		
Reading IM Books / Journals	5		
Professional Certification (e.g. IIM CDPO)	10 (one-time per certification)		
<b>TOTAL CPD POINTS EARNED</b>	<b>Minimum Required: 20</b>		



## SECTION C: DETAILED CPD ACTIVITY RECORD

(Use one entry per activity. Duplicate this page as required.)

### CPD ACTIVITY ENTRY

Item	Details
1. CPD Activity Title / Description	
2. CPD Category	<input type="checkbox"/> IM Work <input type="checkbox"/> IIM Training <input type="checkbox"/> External Training <input type="checkbox"/> Publication <input type="checkbox"/> Professional Certification <input type="checkbox"/> Teaching <input type="checkbox"/> Exam <input type="checkbox"/> Community <input type="checkbox"/> Reading
3. Certification Name (if applicable)	
4. Certification Body / Provider	
5. Date(s) of Activity / Certification Award	
6. Duration (Hours) (if applicable)	
7. CPD Points Earned	
8. Evidence Provided	<input type="checkbox"/> Certificate <input type="checkbox"/> Result Letter <input type="checkbox"/> Publication <input type="checkbox"/> Attendance <input type="checkbox"/> Other
9. Brief Learning Outcomes / Competence Gained	
10. Member's Signature	
11. Verification (Office Use Only)	



■ **SECTION D: CERTIFICATION-SPECIFIC DECLARATION**

*(To be completed where CPD relates to certification)*

I confirm that CPD points claimed for professional certification (including IIM CDPO) are claimed **once only**, in accordance with the IIM CPD Policy.

**Member Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

■ **SECTION E: ANNUAL CPD DECLARATION**

I hereby declare that the CPD activities recorded in this logbook are accurate, truthful, and supported by valid evidence. I understand that CPD submissions may be subject to verification or audit by the Institute of Information Management (IIM).

**Member Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

■ **SECTION F: OFFICIAL USE ONLY**

Field	Details
Reviewed By	
Position	
Total CPD Points Verified	
Status	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Further Information Required
Remarks	
Signature & Stamp	
Date	