

**The Institute of Chartered Accountants of Newfoundland and Labrador**  
**PROFESSIONAL DEVELOPMENT ACTIVITIES WORKSHEET**  
 12 Months Ended December 31, \_\_\_\_\_

Name \_\_\_\_\_

Date	Learning Activity	Reportable Hours				
		Verifiable				Unverifiable
		ICANL	Other External	In-house	Self-Study	
<b>TOTAL REPORTABLE HOURS</b>						

**Instructions**

1. This worksheet may be used to accumulate data on professional development activities completed during the year to assist you in completing the annual declaration. It is recommended that you record activities to the nearest ½ hour.
2. While use of the worksheet is not required, and you should not submit it with your annual declaration, it is recommended that you retain the worksheet or similar record for your files for a period of four years.
3. This worksheet provides space to record courses and other learning activities you have completed, including those which were offered by The Institute of Chartered Accountants of Newfoundland and Labrador.