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| **CCAP graduate’s name:** |  |

Canadian Certified Administrative Professional (CCAP) graduates, who enrolled in the program after March 2010, are required to renew their certification every three years by earning 40 certification renewal credits (CRCs). Two ways to earn CRCs are by attending branch meetings and branch annual general meetings (AGM).

For tracking purposes, CCAP graduates will need to bring this tracking sheet to each branch meeting and branch AGM they attend to get it initialed by a member of the branch executive committee. This tracking sheet must be provided to the CCAP Certification Renewal Coordinator for attendance verification in order for renewal credits to be applied.

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| **2021-2022** | | | | | | | | | | | | |
| **Month** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** |
| **Type of event** | Meeting/ fun event  AGM | Meeting/ fun event  AGM | Meeting/ fun event  AGM | Meeting/ fun event  AGM | Meeting/ fun event  AGM | Meeting/ fun event  AGM | Meeting/ fun event  AGM | Meeting/ fun event  AGM | Meeting/ fun event  AGM | Meeting/ fun event  AGM | Meeting/ fun event  AGM | Meeting/ fun event  AGM |
| **Initials of Executive Committee Member** |  |  |  |  |  |  |  |  |  |  |  |  |

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| **2022-2023** | | | | | | | | | | | | |
| **Month** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** |
| **Type of event** | Meeting/ fun event  AGM | Meeting/ fun event  AGM | Meeting/ fun event  AGM | Meeting/ fun event  AGM | Meeting/ fun event  AGM | Meeting/ fun event  AGM | Meeting/ fun event  AGM | Meeting/ fun event  AGM | Meeting/ fun event  AGM | Meeting/ fun event  AGM | Meeting/ fun event  AGM | Meeting/ fun event  AGM |
| **Initials of Executive Committee Member** |  |  |  |  |  |  |  |  |  |  |  |  |

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| **2023-2024** | | | | | | | | | | | | |
| **Month** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** |
| **Type of event** | Meeting/ fun event  AGM | Meeting/ fun event  AGM | Meeting/ fun event  AGM | Meeting/ fun event  AGM | Meeting/ fun event  AGM | Meeting/ fun event  AGM | Meeting/ fun event  AGM | Meeting/ fun event  AGM | Meeting/ fun event  AGM | Meeting/ fun event  AGM | Meeting/ fun event  AGM | Meeting/ fun event  AGM |
| **Initials of Executive Committee Member** |  |  |  |  |  |  |  |  |  |  |  |  |

By signing below, I confirm the contents of this *Branch Event Tracker* are true and accurate and no falsification of branch attendance was committed.

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| **CCAP graduate name** (please print) |  | **CCAP graduate signature** |  | **Date** |

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| **Executive committee member name** (please print) |  | **EC member signature** |  | **Date** |