

When this Record Card is complete

On completion of your Record Card, return the Card to the Association. We will photocopy the Card and return the original to you with a replacement Card.

Title: (Mr/Mrs/Ms etc) Surname:

Forename(s):

Mailing Address:

.....

.....

..... Post Code:

Please state if this is: Home/Business address

Daytime Telephone No:

Business Email:

Home Email:

Signed: Date:

Please return this Record Card to:

The Membership Secretary
Oil & Colour Chemists' Association
1st Floor, Eden Court
Eden Way
Leighton Buzzard
Bedfordshire, LU7 5FY
United Kingdom



For Office Use:

Membership Number	Date received	Date replacement card issued



Oil & Colour Chemists' Association

1st Floor, Eden Court
Eden Way
Leighton Buzzard
Bedfordshire, LU7 5FY
United Kingdom

Tel: +44 (0)1525 372530

Fax: +44 (0)1525 372600

Email: membership@occa.org.uk

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Continuing Professional Development

The Association has established a service which will assist Members to record details of their Continuing Professional Development (CPD).

CPD is important to all Members, to their employers and to the surface coatings community. It demonstrates the commitment of Members and their employers to the development of the Member's professional career in surface coatings and the commitment of companies to developing the knowledge base of their employees.

All Members are encouraged to maintain a CPD record card and the Association has developed a simple system to record CPD. Please make use of the record card to record details of all relevant CPD. Detailed notes are included to give you examples of the various categories of CPD we have identified. You will need to keep supporting documents to verify your CPD record. If you attend a Section meeting or symposium, ask for a Certificate of Attendance; this will form the basis for your record. The Certificate may be

signed by the Chairman of the meeting, a Professional Member or the General Secretary. At present the requirement to complete a record card is not mandatory to maintain Association membership. However, it does provide a vital record in support of an application for Professional Membership.

It is recommended that you undertake a minimum of thirty hours/annum CPD, covering at least three categories. This is not a mandatory requirement, it is a guideline, and it is recognised that not all Members will have the opportunity to record CPD activities over a range of categories. Please assist the Association in developing this new initiative. The Membership Services Committee has responsibility for Education and Training and relies on your feedback to develop the service. Let us have your views at cpd@occa.org.uk.

This service has been funded with a grant from the Trustees of the Ellinger-Gardonyi Fund.