



Aboriginal Financial Officers Association Of Canada

CAFM Maintenance of Certification (MOC) Record Keeping Form

Instructions: ♦ Please complete all the information to fulfill the requirements to meet the MOC terms. Once completed, sign and date at the bottom and return to AFOA Canada by March 31, 2009.
♦ Please do not submit any other documentation unless requested by AFOA Canada.

Period covered: January 1, 2008 to December 31, 2008

Name: _____ AFOA Membership ID #: _____

I am exempt for this year: Elder Parental Leave Retired CAFM

Date of Activity	Category* (A, B or C)	Description of Activity	Duration	MOC hours earned
TOTAL MOC HOURS CLAIMED				

*Categories: A) Continuing Education B) Leadership/Volunteer Work C) Instruction

Signature _____

Date _____



**CAFM Maintenance of Certification (MOC)
Record Keeping Instructions**

Total Number of Hours Required for One Year = **20 Hours**

Note: All activities must be related to one of the following **Subject Areas:**

1. Aboriginal Issues
2. Finance/Accounting
3. Management Skills
4. Governance & Leadership

A) CONTINUING EDUCATION

Activity	Description/ Examples	MOC Hours Earned	Maximum Hours that can be Earned in One Year	How to Verify Claim*
Successful completion of a professional development course (classroom, on-line or distance education) <i>Must be 30 + hours or equivalent in CPE credits</i>	<ul style="list-style-type: none"> ▶ AFOA's on-line courses ▶ University or college courses ▶ Distance education courses ▶ Association/Institute courses ▶ Executive management development program 	20 hours per course	20 hours per course	Provide proof of completion
Attendance at conferences, seminars or workshops	<ul style="list-style-type: none"> ▶ AFOA Chapter workshops ▶ AFOA National Conference ▶ Other workshops or conferences focused on the above areas of study 	1 day conference = 7 hours or equivalent in CPE credits	20 hours per conference/seminar or workshop	Provide proof of registration
Self-Directed learning	<ul style="list-style-type: none"> ▶ Self-study of published materials (ie. reading articles in professional magazine) ▶ Self-study course (where there is no proof of completion and done on one's own time) 	Claim actual reading or study hours	10 hours	Log of articles/published material read

* Only needed if requested by AFOA Canada.

B) LEADERSHIP/VOLUNTEER WORK				
Activity	Description/ Examples	MOC Hours Earned	Maximum Hours that can be Earned in One Year	How to Verify Claim*
Chairing a Committee or Board	<ul style="list-style-type: none"> ▶ Appointed and act as Chair of a Standing Committee for a period of one year or more ▶ Appointed and act as Chair of a governing Board for one year or more 	20 hours	20 hours	Provide name of organization where Committee/Board appointment made and dates served
Membership on a Committee or Board	<ul style="list-style-type: none"> ▶ Appointed and serve on a Standing Committee for one year or more ▶ Appointed and serve on a governing Board for one year or more 	10 hours	10 hours	Provide name of organization where Committee/Board appointment made and dates served
Conference Chair or Co-Chair	<ul style="list-style-type: none"> ▶ Act as Chair or Co-Chair of a national or regional conference of one day or more duration 	10 hours	10 hours	Provide name of organization/ conference and date
Mentoring or Supervising	<ul style="list-style-type: none"> ▶ AFOA course mentor ▶ Formal mentoring of students outside of normal job duties ▶ Supervising students in the workplace 	One mentoring or supervising assignment = 10 hours	10 hours	Provide description of mentoring/supervising duties and name of individual(s) mentored/supervised
Invigilating/Marking Exams	<ul style="list-style-type: none"> ▶ Invigilator for CAFM Examination or other professional examination ▶ Serve as marker for CAFM Examination or other professional examination 	Invigilator = 5 hrs Marking Exam = 10 hrs	10 hours	Provide name of organization for which invigilator or marker services provided and dates volunteer services provided
Other volunteer activities	<ul style="list-style-type: none"> ▶ Other volunteer duties not described above which contribute to the Aboriginal management profession 	Claim actual volunteer hours	10 hours	

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C) INSTRUCTION				
Activity	Description/ Examples	MOC Hours Earned	Maximum Hours that can be Earned in One Year	How to Verify Claim*
Course development	<ul style="list-style-type: none"> ▶ Participation in development of a course on one of the subject areas listed on page 1. ▶ Includes on-line courses, distance education courses, classroom courses 	20 hours	20 hours	Provide course syllabus and acknowledgment of authorship
Course instruction	<ul style="list-style-type: none"> ▶ Serve as teacher/instructor for a university, college, institute or professional association course ▶ Includes on-line courses, distance education courses, classroom courses 	20 hours	20 hours	Provide name of organization and course syllabus
Workshop/seminar development	<ul style="list-style-type: none"> ▶ Participate in development of workshop or seminar on a related topic 	20 hours	10 hours	Provide name of organization and workshop materials
Marking assignments	<ul style="list-style-type: none"> ▶ Marking course assignments - Includes on-line courses, distance education courses, classroom courses 	20 hours	20 hours	Provide name of educational organization and date services provided
Guest speaker/lecturer	<ul style="list-style-type: none"> ▶ Delivering a speech ▶ Participating in a conference as a speaker ▶ Speaking to Aboriginal youth about a career in financial management 	10 hours	10 hours	Provide name of organization , conference and dates
Authoring articles	<ul style="list-style-type: none"> ▶ Writing an article on a related subject for a magazine, periodical or journal ▶ Example: JAM: The Journal of Aboriginal Management 	20 hours per article	20 hours	Provide article

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