



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, 2010**.
 - ◆ **DO NOT** submit any other documentation unless requested by AFOA Canada.
 - ◆ **DO NOT** submit information in an alternative format. Use this sheet only.

Name: _____ AFOA Membership ID #: _____

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

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

Period covered: January 1, 2009 to December 31, 2009

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 _____



Aboriginal Financial Officers Association Of Canada

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	

* Only needed if requested by AFOA Canada.

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

* Only needed if requested by AFOA Canada.