



GUIDELINES FOR COMPLETION OF TEMPLATES

The diary includes a laminated master copy of various templates for recording individual and group CEC activities. If you prefer to manually record your activities on paper, obtain photocopies of templates and proceed. File these sheets in the folder supplied. If you prefer to electronically enter details of your activities, download the Excel spreadsheet from the CEC web page. A table summarising the credit points allocated for both individual and group activities is provided. Credits must be acquired from a minimum of FOUR of the total number of categories in any one year.

Recording Individual and Group CEC Activities.

Electronic version of Diary:

Download the electronic template (Excel spreadsheet) from the CEC web page to a secure folder on your hard drive.

As with any spreadsheet the file contains multiple sheets with a tab at the base of each sheet. The first sheet contains a table summarising credit points allocated for both individual and group activities (entitled CEC Categories). Do not delete this sheet as key formulae are hidden behind this table. The second tab is the Master Template. Right click the tab and rename this copy with the year in question. You are now ready to enter details. Both individual and group activities can be entered on the one sheet. In the first column enter the date. Arrow to the second column and click the drop down menu at the far right of the column. Select the appropriate category, enter the code and credit points and click the "Update Credits" button at the top of the spreadsheet.

It is important not to edit or delete cells shaded in green. These areas contain information for proper functioning of the spreadsheet. When you are reaching the end of the spreadsheet and need to insert more rows, click on the second last row marker in the white area (eg row 41) to select the row, then select Insert from the menu to insert additional rows. By selecting the second last row, you will ensure that formulae are copied.

Ensure that you files are backed-up and secure as you may be required to submit your file as part of audit requirements.

At the commencement of each year you will need to repeat the download process of a new Excel workbook.

Hard Copy (Paper) Templates:

Hard copy templates are provided if you prefer to document your activities on paper. These templates are in your folder for you to copy or can be downloaded from the CEC web page. Separate templates are provided for individual and group activities. Choose the template you prefer. File the completed forms in your folder as you may be required to submit copies as part of audit requirements.