



**INSTITUTE OF  
FIRE PREVENTION OFFICERS**

**Summary of Continuing Professional Development Activity**

**Name:**

**IFPO grade:**

**IFPO Membership Number:**

Date	Time (Actual) Hours		Provider	Theme & Activity	Learning Outcome & how can it be applied
	Formal	Informal			
<i>EXAMPLE 02/12/2019</i>	<i>33.5</i>	<i>0</i>	<i>Leeds University Faculty of Engineering</i>	<i>Fire Safety Design</i>	<i>Provided a structured and organised comprehensive framework for fire safety and building protection design to allow me to make a significant contribution in the design of appropriate fire safety systems for a complex building or structure.</i>
<b>Totals</b>	<i>33.5</i>	<i>0.00</i>			
<b>Grand Total</b>	<i>33.5</i>				

**Note:** Your IFPO - CPD record should span a rolling 5-year period where informal study activities should be credited on a 2 for 1 basis, that is 2 hours of informal study represents 1 hour of formal study. Your CPD activity log must be accompanied by evidence such as scanned CPD attendance certificates, course attendance certificates, relevant Webinars, or a letter from your line manager.