CC-P® Continuing Usage Documentation

In addition to continuing education requirements, CC-Ps are required to maintain their certification through a minimum of 40 hours of service contributing to the community of climate practitioners:

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| * Speaking at public events * Conducting research * Advocacy | * Developing and administering training programs for internal/external stakeholders * Involvement in community or working groups | * Publication of blogs, case studies, white papers and/or other reports |

All requirements must be satisfied through content related to ACCO's mission and/or the Core Competencies for Climate Change Officers and Professionals. Each of the categories has a maximum time allotted in order to ensure that practitioners are leveraging a variety of approaches toward using their climate change competencies. Our collective goal is to grow the community of practice and advance constructive climate action.

**Documenting Speaking Activities** *(up to 10 hours)*

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| **Submission #1** | | | | | |
| **# Hours of Prep** | **# Hours of Presentation** | **Name of Event** | | **Date** | **Location Details** |
|  |  |  | |  |  |
| **Event Host/Organizer** | | | **Presentation Title** | | |
|  | | |  | | |
| **Presentation Objectives/Description** *(60 word maximum)* | | | | | |
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| **Submission #2** | | | | | |
| **# Hours of Prep** | **# Hours of Presentation** | **Name of Event** | | **Date** | **Location Details** |
|  |  |  | |  |  |
| **Event Host/Organizer** | | | **Presentation Title** | | |
|  | | |  | | |
| **Presentation Objectives/Description** *(60 word maximum)* | | | | | |
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| **Submission #3** | | | | | |
| **# Hours of Prep** | **# Hours of Presentation** | **Name of Event** | | **Date** | **Location Details** |
|  |  |  | |  |  |
| **Event Host/Organizer** | | | **Presentation Title** | | |
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| **Presentation Objectives/Description** *(60 word maximum)* | | | | | |
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**Conducting Research** *(up to 15 hours – minimum of 5 hours per project)*

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| **Submission #1** | | | | |
| **# Hours of Research** | **Research Topic** | | **Start Date** | **Completion Date** |
|  |  | |  |  |
| **Research Publisher** | | **Publication/Report Title** | | |
|  | |  | | |
| **Research Objectives/Description** *(60 word maximum -- include link to publication or submit with documentation)* | | | | |
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| **Submission #2** | | | | |
| **# Hours of Research** | **Research Topic** | | **Start Date** | **Completion Date** |
|  |  | |  |  |
| **Research Publisher** | | **Publication/Report Title** | | |
|  | |  | | |
| **Research Objectives/Description** *(60 word maximum -- include link to publication or submit with documentation)* | | | | |
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**Developing & Administering Training Programs** *(up to 12 hours – minimum of 6 hours per program)*

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| **Submission #1** | | | | |
| **# Hours Spent** | **Training Program Topic** | | **Start Date** | **Completion Date** |
|  |  | |  |  |
| **Organizational Sponsor** | | **Format of Training** *(webinar, video, workshop, etc.)* | | |
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| **Objectives/Description** *(60 word maximum -- submit syllabus, agenda or other documentation as attachment)* | | | | |
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| **Submission #2** | | | | |
| **# Hours Spent** | **Training Program Topic** | | **Start Date** | **Completion Date** |
|  |  | |  |  |
| **Organizational Sponsor** | | **Training Program Name/Topic** | | |
|  | |  | | |
| **Objectives/Description** *(60 word maximum -- submit syllabus, agenda or other documentation as attachment)* | | | | |
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**Community or Working Group Participation** *(up to 15 hours – minimum of 6 hours per activity)*

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| **Submission #1** | | | | |
| **# Hours Spent** | **Activity or Working Group Name** | | **Start Date** | **Completion Date** |
|  |  | |  |  |
| **Organizational Convener** | | **Nature of Role** *(leader, convener, administrator, participant, etc.)* | | |
|  | |  | | |
| **Description of Activity** *(60 word maximum)* | | | | |
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| **Submission #2** | | | | |
| **# Hours Spent** | **Activity or Working Group Name** | | **Start Date** | **Completion Date** |
|  |  | |  |  |
| **Organizational Convener** | | **Nature of Role** *(leader, convener, administrator, participant, etc.)* | | |
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| **Description of Activity** *(60 word maximum)* | | | | |
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**Advocacy** *(up to 12 hours – minimum of 6 hours per initiative)*

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| **Submission #1** | | | | |
| **# Hours Spent** | **Advocacy Purpose** | | **Start Date** | **Completion Date** |
|  |  | |  |  |
| **Organizational Sponsor** *(if applicable)* | | **Nature of Advocacy** *(meetings, petitions, education, etc.)* | | |
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| **Objectives/Description of Advocacy Initiative** *(60 word maximum)* | | | | |
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| **Submission #2** | | | | |
| **# Hours Spent** | **Advocacy Purpose** | | **Start Date** | **Completion Date** |
|  |  | |  |  |
| **Organizational Sponsor** *(if applicable)* | | **Nature of Advocacy** *(meetings, petitions, education, etc.)* | | |
|  | |  | | |
| **Objectives/Description of Advocacy Initiative** *(60 word maximum)* | | | | |
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**Publication of Blogs, Case Studies, White Papers & Reports** *(up to 15 hours – up to 3 submissions allowed)*

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| **Submission #1** | | | |
| **# Hours Spent** | **Publication Title** | **Publication Name/Organization** | **Completion Date** |
|  |  |  |  |
| **Location of Publication** *(web site URL, journal issue, etc.)* | | **Availability** *(public, private, internal, etc.)* | |
|  | |  | |
| **Objectives/Description of Publication** *(60 word maximum)* | | | |
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| **Submission #2** | | | |
| **# Hours Spent** | **Publication Title** | **Publication Name/Organization** | **Completion Date** |
|  |  |  |  |
| **Location of Publication** *(web site URL, journal issue, etc.)* | | **Availability** *(public, private, internal, etc.)* | |
|  | |  | |
| **Objectives/Description of Publication** *(60 word maximum)* | | | |
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| **Submission #3** | | | |
| **# Hours Spent** | **Publication Title** | **Publication Name/Organization** | **Completion Date** |
|  |  |  |  |
| **Location of Publication** *(web site URL, journal issue, etc.)* | | **Availability** *(public, private, internal, etc.)* | |
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| **Objectives/Description of Publication** *(60 word maximum)* | | | |
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**Other Special ACCO Initiatives** *(up to 15 hours – requires permission from ACCO in advance)*

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| **Submission #1** | | |
| **# Hours Spent** | **Description of Activity** | **Date(s)** |
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| **Submission #2** | | |
| **# Hours Spent** | **Description of Activity** | **Date(s)** |
|  |  |  |

**The above information is true and accurate and is being submitted in support of my CC-P**® **maintenance requirements:**

Your Full Name: Your Credential ID #: Signature: