

# CPD Portfolio from ACPE

(Includes necessary components to complete the required activities.  
Activity tracker shown here)

## **ACT (Activity Completion Tracker)**

Date: \_\_\_\_\_ Time spent engaged in learning: \_\_\_\_\_ hours

**Learning Objective(s)** *What did you want to learn? (Use SMART objectives)*

**Learning Resources** *What did you use to achieve your objective?*

**Evaluation & Reflection**  
*Describe your learning experience. Consider the following:*

- What did you learn?*
  
- Were your learning needs met?*  *Fully*                       *Partially*                       *Not at all*
- If your learning objective was not fully met, what challenges or obstacles did you encounter and how may they be overcome?*
  
- What new learning needs identified as a result of this learning experience?*

**Personal Notes:**

**Outcomes**  
*Identify which outcome(s) apply to this learning activity.*

- How will you change your practice based on this learning? (Set specific goals)*
  
- I plan to pursue additional information. (If so, what, when and how?)*
  
- The findings reaffirm my knowledge and skills and no change is needed to my practice at this time.*