

SOFTWARE CERTIFICATIONS RECERTIFICATION JOURNAL  
Recertification Activity Reporting Form  
INSTRUCTIONS

**General Instructions**

- A. **Forms must be mailed.** Faxes are *not* accepted. Certified mail is strongly recommended. Software Certifications, 7575 Dr. Phillips Blvd., Suite 350, Orlando, FL 32819-7273 USA
- B. **Receipt is NOT acknowledged.** Do NOT contact Software Certifications to confirm receipt of your Recertification Journal. If receipt confirmation is desired, use a shipping or postal service that offers package tracking and/or signature receipts.
- C. **Include required attachments.** The documentation necessary to support the information on the Software Certifications web site and in the instructions below. It is the certificant's responsibility to assure that all needed supporting documentation is included with the submitted form.
- D. **Use as many forms as needed.** Space is provided on the form to report a single activity. One form should be used to report each activity in the category being reported for CPE credit.
- E. **Materials are NOT returned.** Forms and attachments in the Recertification Journal are NOT returned to the candidate, even if the submission is rejected. Candidates should keep copies of all materials and forms submitted in case resubmission for correction or replacement is required.
- F. **Omit instruction pages.** Recertification submissions should *not* include any instruction pages.

**Specific Form Items**

1. **Certificant Name.** Provide the full name of the certificant as it currently appears in Software Certification records.
2. **Certification.** Circle the appropriate certification for which this form is being submitted, and provide your specific certification number. DO NOT USE A SINGLE FORM TO REPORT AN ACTIVITY AGAINST MORE THAN ONE CERTIFICATION.
3. **Reporting Category.** Check the reporting category (e.g. A, B, C, D, E, or F) within which this activity is being claimed. NOTE: IF CATEGORY F IS CHECKED, THE REQUIRED ADDENDUM FORM AND TESTIMONIAL REFERENCES MUST ALSO BE ATTACHED TO THIS FORM.
4. **Activity Description.** Fully describe the activity being claimed for recertification credit. This information must be detailed and specific enough to allow the recertification assessors to verify that the activity does, in fact, conform to the requirements of the reporting category in which the activity is being claimed. Insufficiently document activities will be rejected and returned to the certificant. As a result of differences across categories, slightly different guidelines should be followed for each distinct category:
  - a. **Education** – Describe the details of the educational activity in enough detail to verify that the activity was taken during the recertification period, and that the materials covered were appropriate to the certification. Information should include, but not be limited to, the dates of the activity, the location where the activity was conducted, and the name and address of the provider of the educational activity. Additional recommended documentation can include a detailed agenda, certificate of completion, or provider brochure. Attach proof of attendance to this form (e.g. name badge, attendee list, registration letter, copy of paid invoice, grade report, transcript).
  - b. **Publishing** – Describe the publication in sufficient detail to be verified independently; typically a full publication citation including title, publisher, publication date and city, ISBN or ISSN number, editors, and page references (as appropriate). Attach supporting documentation, including photocopies of the cover page and publication copyright pages. A photocopy of the entire publication is required if fewer than 20 pages. If longer than 20 pages, photocopies of the first 10 and last 10 pages should be attached.
  - c. **Teaching** – Describe the teaching activity in sufficient detail to be verified independently. Information should include the teaching dates, locations, and who the teaching was conducted for. A copy of a letter of agreement or teaching contract can be submitted to verify the relationship with the provider. Attach supporting documentation, as available, including catalog listing or promotional material, announcement letters or advertisements, student feedback forms.
  - d. **Participation in Profession** – Describe each professional involvement in enough detail to verify the level of involvement. If a membership, provide proof of membership in the form of a confirmation letter, organizational roster, invoice receipt. Documentation must clearly indicate the time period of membership, with the effective date counting as the date of participation for recertification purposes. For other forms of participation, include documentation that confirms and describes the specifics of involvement; including dates, responsibilities, and relationships to the organization in which participation is claimed.
  - e. **Self-study** – Describe each individual item claimed for self-study credit on a different form. Provide descriptive detail such that the materials can be verified as covering an area relevant to the certification. A full citation to the material (e.g. authors/editors, title, publication date and city, ISBN or ISSN number) must be provided; and photocopies of the cover, table of content, and copyright pages must be attached to this form.
  - f. **Unique and Innovative Activities** – Describe the activity in detail, including dates, organizations involved, scope of the activity, and expected and actual outcomes. Attached samples of materials created in the activity, or project-related materials that demonstrate what was happening during the activity (e.g. project charters or plans, status reports, correspondence). In addition, the *Category F Addendum* must also be completed and attached, along with two testimonial letters from individuals who were involved with, or impact by, the unique or innovative activity. Collectively, these materials must successfully document that the activity claimed is unique and innovative within the software quality profession, not just within the organization within which the certificant works. As such, activities that would routinely be attempted by many software quality professionals should not be claimed.
5. **CPE Credits Claimed.** Provide the number of contact hours claimed for the activity.
6. **CPE Rationale.** Provide a rationale for how the credits claimed in #5 were arrived at. If actual contact hours were used, simply check the appropriate entry. For all others, provide a rationale for how the claimed hours were arrived at. Attach supporting documentation as needed in order to substantiate the hours claimed.

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### INSTRUCTIONS (cont.)

7. **CBOK Domain.** Indicate the Common Body of Knowledge domain(s) within which the certificant's skills or capabilities were enhanced by participation or attendance at this activity.
8. **CBOK Rationale.** Provide a rationale for how the activity supports the named CBOK domain(s). Attach supporting documentation as needed in order to substantiate the content claimed (e.g. tables of content, detailed agenda, brochures, marketing materials).
9. **Activity Summary.** Provide a description of the software-quality content of the activity. What was actually covered/learned/accomplished in the activity within the context of the body of knowledge domain(s) selected for claiming credit.
10. **Activity Impact.** The purpose of recertification activities is to assure that professional competency is continuously improving and strengthening. Describe how this claimed activity accomplished that purpose.
11. **Signature & Date.** Sign and date the form.

