



## **Appendix 26 – Workshop Instructor or Assistant CEC Checklist**

Members, please provide the following by email to [info@cmmota.com](mailto:info@cmmota.com) or by regular mail to #300, 2965 Bremner Ave, Red Deer, AB T4R 1S2:

- A letter on official letterhead from the course/workshop administrator including the following information:
  - Workshop Instructor or Workshop Assistant's Name
  - Workshop(s) Name
  - Dates of Workshop(s)
  - Signed by Instructor.
- A completed *Appendix 22 Member CEC Course Evaluation Form* or a completed *Appendix 23 Course Developer CEC Course Evaluation Form*.
- Attendance Sheet of Participants for each workshop instructed.
- Submission of a copy of the certificate that participants receive upon completion of the workshop.

### **Qualifying:**

- Workshop is considered by CMMOTA to be a Professional Skills workshop.
- Workshop has a minimum of 6 hours of instruction time.
- Workshop has a minimum of 3 participants.

### **CEC Award:**

- 6 credits per workshop, to a maximum of 18 credits per CEC cycle.

**Last Updated:** September 12, 2022