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| **EDITORS CANADA CREDENTIAL MAINTENANCE TRACKING** | | | | | |
| **NAME AND EMAIL** | | | | | |
| **ACTIVITY TYPES AND POINTS**  ***Must earn a grand total of***  ***100 points per 5-year***  ***reporting period*** | **BRIEF DESCRIPTION OF ACTIVITY** | **PROOF OF ACTIVITY Documentation that can be available on request (e.g., letter, memo, course description, receipt, publication)** | **YEAR OF ACTIVITY** | **TOTAL WORDS**  **/ HOURS** | **POINTS EARNED** |
| **CATEGORY 1—DELIVERING EDUCATION AND TRAINING *(maximum of 45 points per reporting period)*** | | | | | |
| **Developing or delivering**  **editing-related courses,**  **workshops or presentations**  ***(3 points per hour)*** |  |  |  |  |  |
| **Leading editorial study**  **groups; training or mentoring other editors *(2 points per hour)*** |  |  |  |  |  |
| **Publishing material related**  **to editing**  ***(1 point per 200 words)*** |  |  |  |  |  |
| **CATEGORY 2—RECEIVING EDUCATION AND TRAINING *(maximum of 45 points per reporting period)*** | | | | | |
| **Taking editing-related**  **courses or workshops;**  **completing editing-related exercises**  ***(3 points per hour)*** |  |  |  |  |  |
| **Attending editing-related**  **presentations or webinars**  ***(2 points per hour)*** |  |  |  |  |  |
| **Reading about language,**  **grammar, style and other topics related to editing**  ***(1 point per hour; maximum***  ***5 points)*** |  |  |  |  |  |
| **Participating in editorial**  **study groups; being mentored or trained by other editors**  ***(2 points per hour)*** |  |  |  |  |  |

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| **CATEGORY 3—VOLUNTEERING *(maximum of 20 points per reporting period)* NOTE: for Editors Canada members only** | | | | | |
| **Serving on Editors Canada**  **committees or volunteering**  **for activities related to the development of editing skills and knowledge**  ***(1 point per hour)*** |  |  |  |  |  |
| **CATEGORY 4—WORKING *(maximum of 40 points per reporting period)*** | | | | | |
| **Working in an editorial**  **capacity, as defined in Editors Canada’s *Professional Editorial Standards***  ***(1 point per hour)*** |  |  |  |  |  |
| **CATEGORY 5—OTHER *(maximum of 30 points per reporting period)*** | | | | | |
| **Professional development**  **activities not listed above** |  |  |  |  |  |