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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** |  |  |  |  |  |