Mining and Metallurgical Society of America

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Filling out the MMSA CPD Log, v 9
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Those MMSA Members who have received QP status must participate in a CPD program. The MMSA CPD LogV9, while recommended, is not mandatory for use by our QPs. If a QP prefers to use a form from another professional entity such as the AIPG, AusIMM, etc., that is acceptable as long as it addresses ethics, continuing education, and professional practice and development. Other Regular MMSA Members may voluntarily participate.

MMSA's CPD LogV9, is designed to be easy to use and eliminates some of the difficulties of previous MMSA CPD log versions. The "Summary of Main CPD Activities" section (cells B13 to K21) contains formulas that automatically total and calculate the values in cells B14 to D21. Shaded cells in the MMSA CPD LogV9 have been locked and need not (cannot) be changed by users. Most of these cells contain either formulas or cell references.

Setting up each year's CPD Log worksheet
A separate CPD Log should be set up for each reporting year.
1. Each year, either

    a. download a clean "Master sheet" MMSA CPD Log from the MMSA website **or**
    b. copy the Master sheet and copy it to a new tab in the same workbook.[1] To do this:
        i. In the "View" tab, delete the split view, if a split view is on.
        ii. Go to cell K510 by pressing "Ctrl + End" and then highlight the entire worksheet up to cell A1.
        iii. Press "Ctrl + C" to copy the entire Master sheet.
        iv. Click on the "⊕" tab at the bottom of the worksheet to insert a new, blank worksheet. You'll be located at cell A1.
        v. On the "Home" tab at the top of the worksheet, click on the "▼" symbol at the bottom of the "Paste" (clipboard) icon and select "Keep Source Column Widths," (2nd row, 2nd from the left); a new worksheet will be filled in.
        vi. Highlight row 2, the number 2 on the far-left side of the sheet; right click, select "Row Height," and enter "53."
        vii. Save the file.
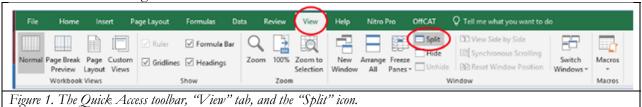2. Right click on the "Master sheet" label and rename the sheet with the current reporting calendar year.
3. Save the file with an appropriate name. If you have multiple worksheets in one workbook, a new file name may not be needed.

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[1] Alternatively, save the entire file with a new name.

Entering your personal information
1. Enter your name in cell C4.
2. Enter your birth month in cell C5. Your birth month may be needed if the number of CPD logs reviewed each year becomes very large and MMSA switches to a reporting period based on birth months rather than strictly calendar years.
3. Enter the calendar year in cell J5. When you do so, the correct years will be entered into cells C8 to C10.
4. Enter the name(s) your QP category or categories in cell D6.
5. Enter your MMSA number (without the trailing "QP") in cell I6. This number is used to collect summary data from your submitted log into a master summary sheet for MMSA auditor use.
6. If you have CPD data from earlier years enter the prior years' CPD activities totals in cells B8 and B9 and the prior years' total ethics hours in cells D8 and D9.
7. Scroll down to row 30 so that rows 24 through 30 clearly show on your monitor.
8. In cell D25 enter your first or only QP category's 2-letter code; the QP categories and their 2-letter codes are in cell F25.
9. If you have a second QP category, enter its 2-letter code in cell D26. The third QP category goes in cell D27 and the fourth in cell D28.
10. The 2-letter code you entered in cells D25 (and D26 to D28) is automatically entered into cells F30 for the QP1 code and E30 for the QP2 code (if you entered one). Likewise QP3 is in cell D30 and QP4 is in cell C30. Cell B30 is for Professional Practice flags.
11. Splitting the screen to aid in entering CPD data:
    a. Scroll down until row 13 is the top row showing on your screen.
    b. Click on cell B31, the first cell for entering a CPD activity.
    c. Select "View" from the top (green) Quick Access toolbar at the top of your worksheet; see Figure 1.

Figure 1. The Quick Access toolbar, "View" tab, and the "Split" icon.

    d. Select "Split" from the middle of the selections in "View;" this places a grey, horizontal bar between rows 30 and 31.
    e. Click again on cell B31. This places you in the bottom split screen and you can enter CPD activities and still see rows 13 through 30 in the unmoving top split screen.
12. Save the file. You are now ready to start logging CPD activities.

Entering CPD Activity Descriptions

The CPD Activity Descriptions section of the CPD log has 8 columns to the left of column :K, in which a summary description of the each CPD or professional practice activity is logged. These columns and how to fill them out are:
- The QP4, QP3, QP2, QP1—replaced with your QP 2-letter code(s), and Ethics columns are "flagging" columns. If the activity being logged qualifies in one of the "flag" categories, enter a "1" in the appropriate column. Otherwise leave the column blank.
- **The 2-letter QP Code Columns** are for flagging an activity that specifically relates to your QP speciality(ies). These activities can have the primary codes automatically listed in cells C30 to F30.
- **Ethics** is the flag column for CPD activities that specifically involve professional ethics.

- **CODE** is the column in which the Main CPD Activity or professional practice code is entered. These 2-letter codes are shown in cells E14 to E21.
- **DATE** for activities on a specific date, this column is formatted for mm/dd/yr. If you want to use a different date format, for example, you are logging your annual reading of *Mining Engineering* (which some of us do), enter a """ the single quote mark before entering the year. See the Example worksheet, row 55 and rows 112 through 114 for examples.
- **HOURS** this is simply the number of hours devoted to the activity (plus or minus half or quarter hour fractions).

The formulas in the "Summary of Main CPD Activities" section of the spreadsheet look at these flags in calculating the number of hours for each activity, the number of times an activity was logged, and the percentage of time for each flagged column or activity code.

The description of each CPD activity can be in summary form but should only use readily recognized abbreviations, e.g. MMSA and SME, but should spell out other organization's names, e.g. Denver Mining Club or Denver Regional Exploration Geologists Society rather than DMC or DREGS. The descriptions can be fairly generic to avoid disclosing client or project names, if appropriate, but should clearly indicate what you did, e.g. site visit, writing 43-101 report, bottle roll sample testing, etc.

The CPD activities can be entered chronologically. There are 480 rows for entering CPD activities, which should be more than enough for the most dedicated CPD reporting. OneNote or Evernote files are suggested for recording activities. Pasting into the MMSA CPD Log worksheet makes creating CPD logs much easier and less time consuming.

The "Example" worksheet
The "Example" worksheet is provided to show what a completed (okay, it's only for part of a year) CPD Log looks like, complete with use of the "flag" columns.