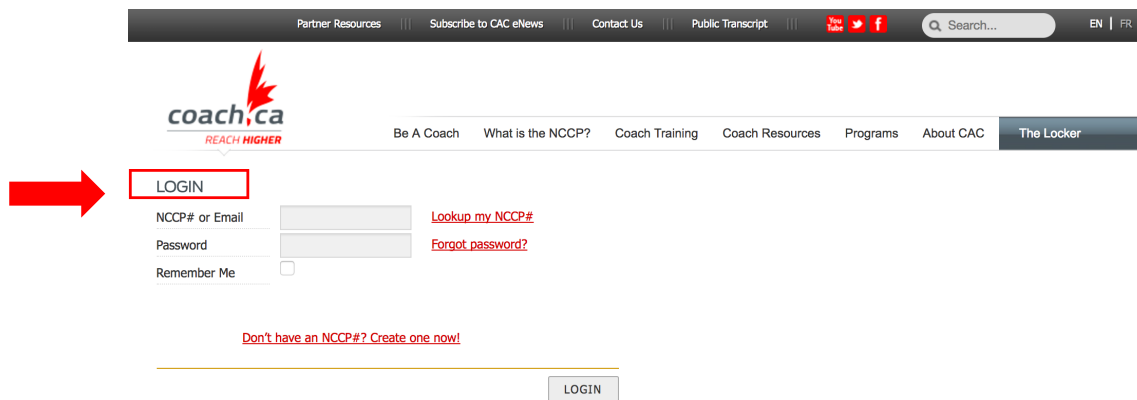


Self-Reporting Declaration

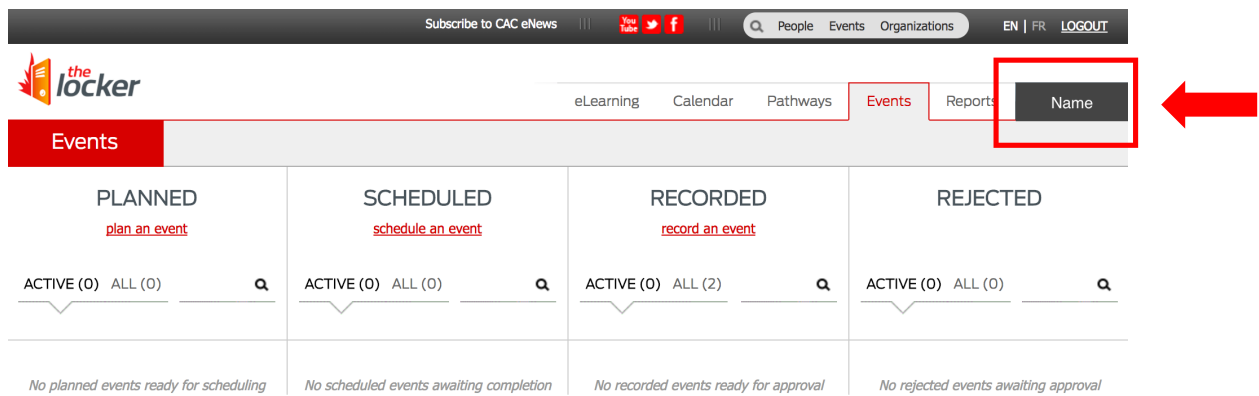
Coaches are the best people to identify their learning needs and interests. You can self-direct your learning and declare up to 3 Professional Development (PD) points per 4-year maintenance cycle.

Follow the steps below to complete the Self-Reported PD Declaration.

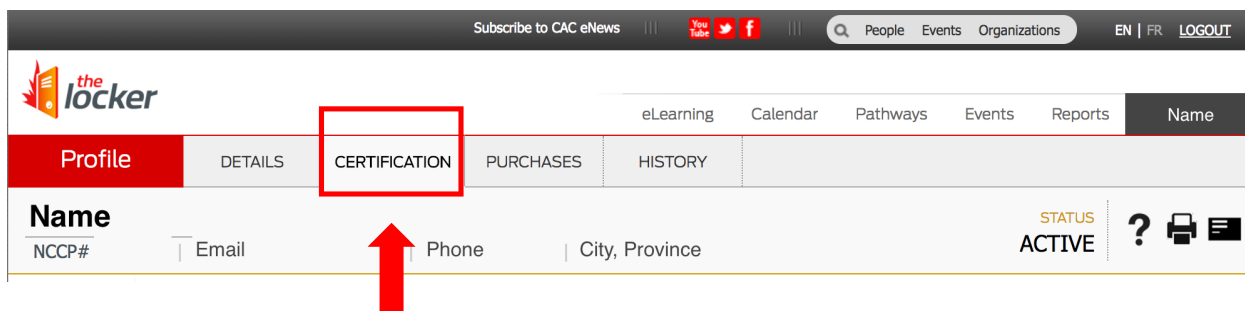
Step 1: Login to [The Locker](#).



Step 2: Click on your name on the top right of the screen to view your profile.



Step 3: Click on "Certification."



Step 4: Click on “Self-Report” and then select “Record Professional Development.”

The screenshot shows the user profile page on 'the locker' website. The page has a dark header with 'Subscribe to CAC eNews', social media icons, and a search bar. Below the header is a navigation menu with 'eLearning', 'Calendar', 'Pathways', 'Events', 'Reports', and 'Name'. The main content area is divided into two columns: 'ACTIVE COACHING' and 'COACH SELF-REPORT'. The 'ACTIVE COACHING' section shows '1 point/year of active coaching' and a 'RECORD ACTIVE STATUS' button. The 'COACH SELF-REPORT' section shows 'Self-directed learning to a maximum of 3 points per maintenance cycle' and a 'RECORD PROFESSIONAL DEVELOPMENT' button. A red arrow points to the 'SELF-REPORT' button in the left sidebar, and another red arrow points to the 'RECORD PROFESSIONAL DEVELOPMENT' button.

Step 5: Enter the type, description, date of completion, city, country, region and hours of your self-directed learning and then click “Save.”

The screenshot shows the 'COACH SELF-REPORT' form on the 'the locker' website. The form has the following fields: 'Type' (dropdown), 'Description' (text area), 'Date of completion' (YYYY-MM-DD with calendar icon), 'City' (text input), 'Country' (dropdown with 'Canada' selected), 'Region' (dropdown), and 'Hours' (dropdown). At the bottom of the form are 'SAVE' and 'CANCEL' buttons. A red arrow points to the 'SAVE' button.