ATTENDANCE RECORD

September 1, 2007 - August 31, 2008

- Please place the names of the members in the appropriate area and record the **number of hours** each member attends. Include the name of the topic discussed in that session, along with the date.
- Once the group has met for the last time for the year, **i.e. after August 31, 2008,** please complete and return the form to The Foundation's office. The form will be used to calculate study credit hours for each individual member. Once the attendance record is received, study credit letters will be issued to each **paid** member for distribution by the facilitator. **Please do not send the hours in after each session.**

The Foundation for Medical Practice Education, McMaster University, 1280 Main Street West; DTC Basement Level, Hamilton, ON L8S 4L8 Fax: 905-540-4988

NAME	Mtg 1 Hrs.	Mtg 2 Hrs.	Mtg 3 Hrs.	Mtg 4 Hrs.	Mtg 5 Hrs.	Mtg 6 Hrs.	Mtg 7 Hrs.	Mtg 8 Hrs.	Mtg 9 Hrs.	Mtg10 Hrs.	Mtg11 Hrs.	Mtg12 Hrs.	Ttl. Hrs.
FAC'R:													
DATE (Day/Month):													
TOPIC:													

(continued on reverse)

Please fill out the SUBTOTAL and GRAND TOTAL columns.

Subtotal = Total from Page 1

Grand Total = Subtotal + Total from meetings 13-23

NAME	SUB TOTAL	Mtg 13 Hrs.	Mtg 14 Hrs.	Mtg 15 Hrs.	Mtg 16 Hrs.	Mtg17 Hrs.	Mtg 18 Hrs.	Mtg 19 Hrs.	Mtg 20 Hrs.	Mtg 21 Hrs.	Mtg 22 Hrs.	Mtg 23 Hrs.	GRAND TOTAL
FAC'R:													
DATE (Day/Month):													
TOPIC:													