

CSMS Submission Summary Sheet
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Submit this form with your documented evidence to IFPUG only after receiving notification that a passing score was obtained on the exam. Refer to the Category descriptions for examples of activities available for credit.

Items accompanied by a self-addressed stamped envelope will be returned; all others will be discarded. Please keep a copy of any materials submitted.

All activities must be:

- from within the past three years,
- accompanied by independent confirmation (letter of reference, e-mail verification),
- cross-referenced using the Item column and,
- clearly explained wherever any calculation of Credits Claimed may not be obvious.

Candidate Name:

Date:

Candidate Title:

Candidate Mailing Address:

Candidate Phone () -

Candidate e-mail

Credit Summary Table

⁰ Item #	¹ Category	² Activity Description	³ Evidence Type	⁴ Date(s) of Activity	⁵ Credits Claimed	⁶ MRC Use only
1	WE	Measurement Process Design	Work product, letter of reference	3/1/05 – 5/31/05	20	
2	WE	Evaluate Software Measures 20 hrs. per week	Work product, letter of reference	6/1/05 – 9/1/05 –	20	
3	WE	Software Measurement Mentor with So and So 5 hrs. per week (64 weeks @ .5 hours per week)	Candidate letter briefly describing mentoring activities / topics, letter of reference.	01/05 – 04/06	32	
Sub					72	
4	ED	Software Metrics Course from IFPUG (3 days @ 16 credits per day)	Certificate, contact name, number.	10/1/06 – 10/3/06	48	
5	ED	Attended IFPUG annual conference in 2004 (2.5 days @ 16 credits per day)	IFPUG registration records	September 2005	40	
6	ED	Obtained PMI certification	Certificate, contact name, number	2004 - 2006	50	
Sub					138	
7	PP	SPIN meetings (4 hours as ½ day increment)	Sign-in rosters (or confirmation from SPIN leader)	3/20/05, 6/24/05, 10/12/06, 3/17/06 – 1 hr each.	4	
8	PP	Served on an IFPUG committee for one year attending 4 days of meetings. (4 x 16 per day)	IFPUG records, contact name, number	April, September, 2006	64	
Sub					68	

9	MP	Wrote an article for CrossTalk	Copy of article, front page of journal	November 2005	40	
10	MP	Helped to translate the Guidelines to Software Measurement into Italian	Copies of title pages, table of contents with contributions highlighted, contact name, number	2006	40	
Sub					98	
11	TE	Taught software measurement principles for 8 hours as part of a college course. (2 course instances of 24 credits each)	Course syllabus, table of contents; contact name, number	Fall 2005, Summer 2005	48	
12	TE	IFPUG Presentation	Highlighted conference brochure	Fall Conference '06	10	
Sub					58	

⁰ Item number to be used to cross-reference this item with its associated evidence

¹ WE, ED, PP, MP, or TE

² Enter the row and column description for the cell in which credits are being sought (from WE, ED, PP, MP, TE) and any calculation associated with the credits claimed in column 5. Show evidence for each different activity in this cell (for instance if claiming Plan, Design, Implement, Maintain)

³ Enter the number of credits sought **using the Categories matrices and descriptions**

⁴ Enter the type of evidence: work products, certificates, and letters of reference. Letters of reference must be included in the packet to validate work experience.

⁵ Enter when the event took place or over what period of time the activity occurred

⁶ Do not enter anything into this column