**#1 Job Development (Target Time to Complete for Certification: 31-35 Hours)**

Date Job Development Started:

Projected Completion Date:

Actual Completion Date:

Please record all hours spent on Job Development.

**A) Time spent determining Negotiables: (2-3 hours)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Activity | Location – Office or Alternative location | Activity Time | Travel Time  (facilitator only) | Total time |
|  |  |  |  |  |  |
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**B) Time Spent Developing the Concept Portfolio and the script (5-6hours)**

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| --- | --- | --- | --- | --- | --- |
| Date | Activity | Location – | Activity Time | Travel Time | Total time: (including travel) |
|  |  |  |  |  |  |
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**C) TIME SPENT ON THE ROLE-PLAY PRESENTATION (5 HOURS). This includes time spent practicing your presentation. Be sure to document the times in the 5 steps of practicing.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Describe Activity, Location | Activity Time | Travel Time | Total Time: (including travel) |
|  |  |  |  |  |
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**D) TIME SPENT ON CONDUCTING THE PRACTICE NEEDS/BENEFITS ANALYSIS (5-7 hours)**

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| --- | --- | --- | --- | --- | --- |
| Date | Activity | Location or | Activity Time | Travel Time | Total Time: (including travel) |
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**E) TIME SPENT MAKING EMPLOYER CONTACTS: (about 15 hours)**

**(1) Time Spent Prospecting, Planning and Researching**

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| --- | --- | --- | --- | --- |
| Date | Describe Activity/Employer Name/# on CPE | Activity Time | Travel Time | Total Time: (including travel) |
|  |  |  |  |  |
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**E. (2) Time Spent Making The Appointment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Describe Activity/Employer Name/# on CPE/Type of Contact Used | Activity Time | Travel Time | Total Time: (including travel) |
|  |  |  |  |  |
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**E. (3) Time Spent Making Initial Presentation**

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| --- | --- | --- | --- | --- |
| Date | Describe Activity/Employer Name/# on CPE | Activity Time | Travel Time | Total Time: (including travel) |
|  |  |  |  |  |
|  |  |  |  |  |
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**E. (4) Time Spent In Follow-up Negotiations, Including Tour and Needs Analysis**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Activity performed/Employer Name/# on CPE | Activity Time | Travel Time | Total Time: (including travel) |
|  |  |  |  |  |
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**F: Time Spent on Webinars, Readings, Test and other activities not addressed in the previous sections of the log.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Activity performed | Activity Time | Travel Time | Total Time: (including travel) |
|  |  |  |  |  |
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