



## TRACI PERSONNEL CERTIFICATION


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### **TIPS FOR MAINTAINING LOGS EASY**

#### **Does one of these describe you?**

- I've not kept up my logs
- I plan to get that log completed soon

TRA Certification makes every effort to help you make Maintaining Audit Logs and CPD/CEU logs easy.

#### **Make little work of maintaining your audit logs by using below tips.**

Organizational tip for maintaining your audit log: if you've **completed previous logs**; often the same client is audited each year or every other year.

- Open your previous Log
- Save with New Year
- Revise the date and number of days - Update made simple
- Re-Save and you're done

#### **New Clients Regularly**

- Do this before or after your audit and maintaining your log is even easier.
- Using your Calendar to help you remember your audit,
- Do this before or after your audit and maintaining your log is even easier.
- You can even add each client to your log when you're invoicing and then it's done.

Requirement for Audit & CPD/CEU Logs is at your triennial year (3<sup>rd</sup> Year Renewal)

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