



Canadian Institute of Public Health

# Continuing Professional Competencies (CPC) Program

Professional Development Model - Revised

April 2019



# Professional Development Model

## 1. Overview

As an important part of the Continuing Professional Competencies (CPC) Program, the Professional Development (PD) Model provides a process for monitoring, tracking, and reporting competency and professional development hours (PDHs) and activities for Environmental Public Health Professionals (EHPs). Recognizing the diversity of the Canadian Institute of Public Health Inspector's (CIPHI) members, the program has been developed to provide flexibility to undertake activities that provide the greatest benefit to individual EHPs in their practice. The concept and structure of the PD Model is based primarily on the "Continuing Professional Development Program" used by the Association of Professional Engineers and Geoscientists of Alberta (APEGA)<sup>1</sup>. Initiatives by the National Environmental Health Association (NEHA) including their Environmental Public Health Performance Standards were also carefully reviewed<sup>2</sup>.

Once EHPs have conducted their annual competency self assessment and learning plan, they are required to:

1. Seek out and participate in a minimum number of recognized CPC activities annually
2. Maintain records of CPC activities in the online Member Service Centre (MSC), showing the completion of the required annual minimum hours of continuing professional development
3. Declare that they are aware of the program requirements each year when they renew their memberships

These requirements are explained in detail below.

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Note: Members must enter details of their professional development hours in the online member service centre at [www.ciphimember.ca](http://www.ciphimember.ca). A login and username is required and may be obtained by contacting CIPHI at [office@ciphi.ca](mailto:office@ciphi.ca). Questions about the CPC Program may be directed to the Council of Professional Experience at [cope@ciphi.ca](mailto:cope@ciphi.ca)

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<sup>1</sup>For more information see APEGA website: <http://www.apega.ca/members/cpd/>

<sup>2</sup>For more information see the NEHA website: <http://www.neha.org>

CIPHI's PD Model has three fundamental elements:

1. Relective Practice
2. Professional Development Hours
3. Self Reporting

## 1.1 Reflective Practice

One of the goals of the CPC Program is for EPHPs to become increasingly reflective in their practice. The CPC program is designed to encourage EPHPs to critically reflect on their practice and to evaluate their capacity against the discipline specific competencies. The PD Model was designed to encourage EPHPs to reflect on the learning activities that they take part in. In this way, knowledge developed through learning activities can be used in everyday practice.

A successful plan for continuing professional development should consider scope of practice, current level of knowledge and skills, short-term needs and objectives, and long-range plans.

When deciding on the PD activities to engage in during a given year, Certificate in Public Health Inspection (Canada) (CPHI (C)) holders should select meaningful activities that will benefit their individual practice. They should have a clear purpose and objective that will maintain, improve, or expand the knowledge, skills, and abilities that apply to their chosen field.

Reflection is an effective way to assess educational needs and is a useful problem-solving tool for the profession. To use reflection as part of their professional development, EPHPs should ask themselves key questions after engaging in learning activities, such as:

- What happened in that particular situation?
- What was the outcome?
- What was the intended outcome?
- Do I need to do something differently next time?
- Do I have skills/knowledge/ability to change the outcome?
- What will help me gain the competency to be more effective next time?

Asking these questions after the fact is what CIPHI considers to be "reflection on action". When reflection is used, the feedback is immediate, enabling training and PD decisions to become meaningful and effective.

Reflecting on questions such as the above will also increase the growth of a practitioner. For example: EPHPs may recognize a deficiency and determine what steps were taken to correct it, and how it impacted future practice. CIPHI recommends that CPHI(C) holders record reflective comments on learning and other activities as part of their annual competency self-assessment. The self-assessment tool can be found in the online MSC.

## 1.2 Professional Development Hours

PDHs are a key element of CIPHI's PD Model. To support EPHPs in gaining and maintaining the skills, knowledge and abilities essential to the profession, CIPHI(C) holders are required to collect and submit PDHs annually online in the MSC.

PDHs include hours worked in the profession (on the job hours) and a combination of other activities such as participating in research activities and attending courses and/or conferences. All practicing regular members of CIPHI(C) are required to collect 80 PDHs annually. For a detailed breakdown of the hours required, the eligible categories, and the submission process for PDHs, please refer to Section 4 in this guide.

The minimum PD requirements may not be adequate to maintain or increase competence for all EPHPs. It is the responsibility of individual EPHPs to assess their needs and to plan appropriately.

## 1.2 Self Reporting

To meet the requirements of the CPC Program, EPHPs must:

- Log and maintain a record of CPC activities through the MSC annually by January 31st of the following year.
- Maintain records that support their PDHs (e.g. conference receipts) for a period of at least one year in the event they are audited.

Submission of PDHs shall include the information as it is required on the MSC. This includes:

- Category that the PDH fits into
- Activity that applies to the PDH
- The number of PDHs claimed for each activity
- Title and description of the PDH
- Notes/attachments which should include specific information and further explanation of the PDHs that allows the auditors to understand how the course/activity applied to the EPHPs professional development.

## 2. The Council of Professional Experience

The Council of Professional Experience (CoPE) is the body that administers, monitors, regulates, and evolves the CPC program, including the PD Model. It consists of up to 15 members from across the country who serve for a three year term upon ratification of their appointment by the National Executive Council (NEC). Members have an option to be re-appointed for an additional three year term following their first term.

CoPE will be governed in accordance with the Regulations governing the Council of Professional Experience document and will have an elected chair, regular meetings, and administrative policies. Its role is to foster accountability in EPHPs. CoPE shall:

- Provide the structure and leadership for the CPC Program and system
- Set criteria for professional development and maintenance of discipline specific competencies
- Conduct random audits of members
- Evaluate, assess and maintain an inventory of all courses approved for claiming PDHs
- Establish and manage standards for retired, on-leave and non-practicing CPHI(C) holders to maintain their credentials
- Innovate new frameworks, ideas, and initiatives

## 3. Verifying Professional Development Activities

CoPE has created an auditing process to guide the ongoing review of the PD Model and the evaluation of the effectiveness of the CPC Program.

### 3.1 Auditing Overview

The purpose of the auditing process is to monitor and improve the PD Framework, check whether members are actively meeting PD commitments, and ensure that the CPC Program is meeting its objectives.

Through the auditing process, CoPE will monitor the submission of PDHs for the timelines and eligibility and report to auditees in a timely manner. In addition, CoPE will report to the NEC on an annual basis, or as requested, auditing statistics.

The privacy of the auditees will be maintained at all times through:

- a defined process for data collection
- a commitment to only collecting data that is essential to the process and
- a commitment to confidentiality by all persons who collect and/or access the member's personal data

## 3.2 Selection

All members shall complete their PDHs as outlined in the Self Reporting section of this document. The deadline for submitting PDHs is January 31<sup>st</sup> of the following year.

Audits will occur on an annual basis following the deadline for PDH submissions. Audits will be randomly selected and conducted on a minimum of 5% of the regular membership who have submitted the minimum required amount of PDHs. All members who failed to submit the minimum required amount of PDHs before the January 31st deadline will be considered non-compliant.

## 3.3 Auditing Process and Declaration of Conflict

Members will be selected randomly from the MSC site for auditing of their participation in the CPC Program. Audits will be performed by CoPE members who do not have a conflict of interest with the auditee. If asked to audit a file for someone they know (e.g. friend, co-worker, or someone they had a dispute with), the auditors shall report the situation to CoPE Audit Lead and another auditor will be assigned.

Audit results will be communicated to participants via a Notice of Results letter, sent by electronic or other means to the contact information indicated by the member in the MSC. In the circumstance that a member fails an audit, the letter will also include:

1. Information on how to make an application to appeal audit decision.
2. Implications and potential outcomes of continued non-compliance.
3. Information and requirements of the CPC Program and Regular Membership.

## 3.4 Auditing Results

For each auditee, CoPE will record and file the following information:

1. Claim details
2. Identify that you were audited
3. Identify any deficiencies

Members who have failed to submit the minimum required PDHs before the annual deadline, or have failed an audit are subject to follow up monitoring in accordance with the Progressive Compliance Cycle.

Auditing statistics and any relevant aggregate data about the audits will be reported to the NEC on an annual basis.

## 3.5 Non-Compliance

There are two circumstances in which a regular CIPHI member may be considered to be in non-compliance:

1. A regular CIPHI member fails to submit the minimum required PDHs before the annual deadline, or
2. A routine audit indicates that a member has not met the minimum number of PDHs due to an auditor disallowing a claim or where a member has failed to provide additional information to an auditor.

In these two circumstances, the auditor will provide this information to CoPE's Audit Lead and Chair. The information will then be forwarded to the NEC and CIPHI Office who may place the member in the Progressive Compliance Cycle. The Progressive Compliance Cycle is outlined in detail in CIPHI NOP #23.

Members will be informed through electronic or other means, of their non-compliance in the CPC program. The member will be provided the following:

1. Details about the PDH deficiency and the rationale.
2. Information on how to make an application to appeal audit decision.
3. Implications and potential outcomes of continued non-compliance such as membership termination and suspension of CIPHI (C) credential if certified after January 2017.
4. Information and requirements of the CPC Program and Regular Membership.

## 4. Minimum Requirements

### 4.1 Numerical and Diversity Requirements

A credible program defines minimum levels of effort. As mentioned earlier, CIPHI's CPC Program measures learning and development through PDHs. A summary of the PD requirements are included in the table in Section 6 below.

CIPHI's PD Model allows flexibility by including various PD categories and the period in which the minimums must be attained. Regular, full-time employed EPHPs shall:

- Maintain a total of at least 80 PDHs over one year
- Obtain 50 of those 80 PDHs from the Professional Practice category
- Obtain 30 of the 80 PDHs from the remaining five categories
- Be aware of the maximum PDHs allowed annually in each category

Note: Carry over of PDHs from one year to the next is not permitted.

## 4.2 Categories

The following six categories are areas in which EPHPs may earn credits for professional development:

1. Professional Practice
2. Formal Activity
3. Informal Activity
4. Participation
5. Presenting
6. Contributions to Knowledge and Reflective Practice

### Category 1 - Professional Practice

Active professional practice is a significant factor in maintaining and improving skills, either where an EPHP is actually practicing according to the legal definition<sup>3</sup> or “influencing” the practice of the profession. “Influencing” means having some effect on how the profession is practiced without necessarily performing technical work. This also includes regular staff meetings on routine operational matters, training on new IT systems for purposes of work, teaching courses such as FoodSafe on behalf of the employer, and structured discussions of technical or professional matters with one’s peers.

*15 hours of work equals one PDH.*

*A maximum of 50 PDHs per year may be claimed in this category.*

### Category 2 - Formal Activity

EPHPs should strive to include formal activities in their continuing PD program. Formal activities often include academic credit, academic recognition or certification. Example of formal activities include:

- PD programs, courses, and seminars
- Courses offered by universities, technical institutes, colleges, suppliers, employers, or technical societies
- Courses offered through traditional classroom settings, correspondence, video, or online.

*One hour of course attendance equals one PDH.*

*A maximum of 30 PDHs per year may be claimed in this category.*

*For more details on approved courses refer to the Approved Course Listing located in the MSC.*

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<sup>3</sup>Definitions of “Practice”: For the purposes of CoPE, the practice of environmental public health work shall include those persons, having their CPHI(C) or CSI(C), who are involved in teaching, consulting, or administering in the field of environmental health and/or working in health agencies. This shall include, but is not be limited to, those persons in the following specific positions: Public Health Inspector; Environmental Health Officer; Community Care Licensing Officer; Instructor in Environmental Health; Senior Environmental Health Inspector; Senior Public Health Inspector; Assistant, Chief Public Health Inspector; Chief Environmental Health Officer; Consultant, Community Care Licensing Branch; Program Manager, Environmental Health Protection Service; Director, Community Care Licensing; Director, Public Health Protection Branch; Director of Environmental Health; Regional Manager, Public Service Health; and Executive Director, Environmental Health Protection Service. **A person employed in a non-aligned field such as a Quality Control/Quality Assurance position, or non-health protection type organization, shall be referred to CoPE for a review on a case-specific basis.**

## Category 3 - Informal Activity

Informal activities are usually shorter in duration and do not involve any evaluation, but nevertheless expand knowledge, skills, and judgement.

They include:

- Self-directed study
- Attendance at conferences and industry trade shows
- Seminars, webinars, technical presentations, talks and workshops
- Attendance at meetings of technical professional, or managerial associations or societies
- Structured discussions of technical or professional issues with one's peers

*One hour of informal activity equals one PDH.*

*A maximum of 30 PDHs per year may be claimed in this category.*

## Category 4 - Participation

Activities that promote peer interaction and provide exposure to new ideas and technologies enhance the profession and serve the public's interest. These activities include:

- Appointments as a mentor. Mentoring is a structured, ongoing relationship between a less experienced public health professional and an experienced public health professional whereby the mentor helps support the mentee's growth and often plans, orients, trains, and evaluates the mentee's work.
- Providing Job Shadowing/Professional Promotion. This is a limited relationship often lasting only a few hours or days and the person providing the Job Shadowing/Professional Promotion has little investment in the participant's growth
  - *4 hours of providing Job Shadowing/Professional Promotion equals 1 PDH*
- Services on public bodies that draw on professional expertise (e.g. planning boards and environmental boards).
- Services on development appeal boards, investigative commissions, review panels, or community building committees.
- Services on standing or ad-hoc committees of a technical or professional nature, or managerial associations and societies. NOTE: CIPHI activities are considered for 10 PDHs maximum per year.
- Contributions to the community which require professional and ethical behaviour, but not necessarily the application of technical knowledge, including active service for charitable, community, religious, or service organizations; coaching league sports teams; or elected public service on municipal, provincial, or federal levels or school boards.

*One hour of participation activity equals one PDH, except providing 4 hours of Job Shadowing/Professional Promotions equals one PDH.*

*A maximum of 20 PDHs per year may be claimed in this category with not more than 10 of those PDHs coming from any one of the bullets above.*

## Category 5 - Presenting

Eligible presentations are those of a technical or professional nature that are discretionary and are outside an EPHP's normal job functions. **Note: teaching food safety courses or other courses that are part of an EPHP's normal job functions can't be claimed under this or any other category.**

Presenting may occur:

- At a conference, meeting, course, or seminar.
- Either within a company or at an event sponsored by a technical or professional organization.

*Multiple deliveries of the same presentation count for only one presentation.*

*One hour of preparation and delivery equals one PDH.*

*A maximum of 20 PDHs per year may be claimed in this category.*

## Category 6 - Contributions to Knowledge and Reflective Practice

Activities outside of an EPHP's normal job functions which expand or develop the technical knowledge base and reflective practice activities are recognized. Contributions may include:

- Reflective practice in the form of completing or updating the competencies self assessment tool located on the MSC, a comparable assessment tool, learning plan, or personal reflection on action. One hour of reflective practice equals one PDH for a maximum of 5 PDHs per year
- Development of published codes and standards. One hour of committee work equals one PDH to a maximum of 10 PDHs per year
- Publication of papers in a peer-reviewed technical journal. Each paper published equals 15 PDHs
- A thesis at the Masters or Ph.D level, on a one time basis, upon successful defense and approval. Each thesis equals 30 PDHs
- Publication of a book. Each book equals 60 PDHs (maximum of 30 PDHs claimed per year)
- Publication of an article in non-reviewed journals or an internal company report. Each article equals 10 PDHs for a maximum of 10 PDHs per year
- Formal peer review of articles for publication. One hour of review equals one PDH for a maximum of 10 PDHs per year
- Edit of papers for publication. One hour of editing equals one PDH to maximum of 10 PDHs per year

*A maximum of 30 PDHs per year may be claimed in the Contributions to Knowledge and Reflective Practice category, bearing in mind the limits indicated above.*

## 5. Other Professional Development Activities

The discipline specific competencies as outlined in the blue section of this guide will evolve over time and EPHPs may come across PD opportunities that do not fit the criteria currently established. CIPHI members may claim these opportunities in the MSC and include details of the activity in their entry. Members should submit attachments that support their activities (e.g. agendas, slide decks, etc.) in the MSC when logging PDHs. This will enable a review of educational opportunities by the member for their reflective practice and self assessment, and also facilitate auditing of their activities by CoPE.

Organizations, employers, and conference organizers may choose to submit the Application for Approval of Professional Development Hours to CoPE for review and approval of their events. This process will establish the number of PDHs that may be claimed for a specific training event, and the organizers may advertise the PDHs as part of the marketing of the event. This will enable members to know how many PDHs to claim in their MSC for specific organized events.

## 6. Professional Development Model Summary

This table provides a synopsis of the six PD categories along with the PD allotment for each.

Table 6.0

Category	Professional Development Hours	Max/year
<i>Professional Practice:</i>		
1) PROFESSIONAL PRACTICE	15 hours = 1 PDH	50 PDHs max.
<i>Other Activities:</i>		
2) FORMAL ACTIVITY	1 hour = 1 PDH	30 PDHs max.
3) INFORMAL ACTIVITY	1 hour = 1 PDH	30 PDHs max.
4) PARTICIPATION	1 hour = 1 PDH* *Maximum of 10 PDHs from any one bullet *Exception: providing 4 hrs of Job Shadowing/ Professional Promotion = 1 PDH	20 PDHs max.
5) PRESENTING	1 hour = 1 PDH	20 PDHs max.
6) CONTRIBUTIONS TO KNOWLEDGE AND REFLECTIVE PRACTICE	Reflective practice (self assessment, learning plan, personal reflection on action) 1 hour = 1 PDH (maximum is 5 PDHs/year)	30 PDHs max.
	Public paper in a peer reviewed technical journal: Each paper = 15 PDHs	
	Successful defense of an approved thesis: Each thesis = 30 PDHs	
	Publication of a book: Each book = 60 PDHs (maximum 30 PDHs per year)	
	Publish article in a non-reviewed journal or internal report or newsletter: Each article = 1 PDH (maximum is 10 PDHs/year)	
	Review of articles for publication: 1 hour = 1 PDH (maximum is 10 PDHs /year)	
	Review papers for publication: 1 hour = 1 PDH (maximum is 10 PDHs/year)	
	Develop published codes and standards: 1 hour = 1 PDH (maximum is 10 PDHs/year)	
<i>Other Activities Subtotal</i>		30 PDHs max.
<b>TOTAL</b>		<b>80 PDHs</b>

## 7. Exemptions:

### Part Time Employment, Unemployment, Leaves of Absence, and Retirement

If, for any reason, EPHPs do not practice full time during the course of the calendar year, they might not be able to meet the requirements of the CPC Program as readily as those who are practicing full time. **Such individuals must complete the Declaration for Reduced Professional Development Hours check box and number of months working field when entering their professional practice hours in the MSC.** This will alert auditors that the member did not practice full time for the audited year. Members taking a leave of absence, maternity or paternity leave, or who are employed part time must declare a reduction in order to be exempt from the full PDH requirements.

Note: A leave of absence that spans the course of more than one year will require the member to submit a declaration for reduced professional development hours for each year, or partial year, in which they did not practice full time. The pro-rated calculation as noted below may be different for each year, depending on the type and duration of leave.

The amount of PDHs required will be pro-rated based on the number of months an EPHP is working or is active in the field. This applies to leaves of absence of one year or less.

Table 7.0

Number of Months Working/Participating	Professional Practice PDHs Required	All Other Activities PDHs Required	Total Number of PDHs Required*
0 of 12	0	2.5	2.5
1 of 12	4	2.5	6.5
2 of 12	8	5	13
3 of 12	13	8	21
4 of 12	17	10	27
5 of 12	21	12	33
6 of 12	25	15	40
7 of 12	29	17	46
8 of 12	33	20	53
9 of 12	38	23	61
10 of 12	42	25	67
11 of 12	46	27	73
12 of 12	50	30	80

\*Exceptions may be considered based upon circumstances

### Example: Leave of Absence

If you are a full-time employee taking maternity leave from April 1, 2019 to April 1, 2020, PDHs required for each year are as follows:

- **For 2019:** you may claim PDHs for January through March for a total of 13 PDHs under professional practice. Additional PDHs may be claimed in other categories. **A total of 21 PDHs is required by the member.**
- **For 2020:** you may claim 38 PDHs under professional practice. Additionally, 23 PDHs may be claimed in other categories. **A total of 61 PDHs is required by the member.**

### Example: Part-time Employee

If you are a part-time employee working in a half time position (i.e. 0.5 FTE) you may claim PDHs for a 6 month period as per Table 7.0, since a half time employee will work 6 out of 12 months, or half the rate of a full time employee. This means you may claim 25 PDHs under professional practice. **A total of 40 PDHs is required by the member.**

**Upon retirement, CIPHI (C) holders have the option of maintaining membership as a Regular member or as a Retired member. If you change your membership status to Retired member and are no longer practicing as an active EPHP, you are not required to participate in the CPC Program. However, if you continue your status as a Regular member during retirement and continue to practice as an EPHP, or change your membership status to Retired member and continue to practice, you are required to participate in the CPC program. If working less than 12 months per year you must check the Declaration of Reduced Professional Development Hours checkbox on the MSC in the Professional Practice category.**

## 8. Application

The program applies to all holders of the CPHI(C). It does not apply to students. The requirement to engage in PD activities begins on the date that Regular membership status occurs following certification.\*

## 9. Resuming Active Practice

If EPHPs have a prolonged period where they are inactive in their practice (eg. more than one year) CIPHI may set conditions to be met by a member prior to the member resuming practice. These conditions will consider how long the member has been non-practicing (i.e. one to two years, two to five years, or greater than 5 years). Once CIPHI grants permission to resume active practice, EPHPs shall engage in PD activities beginning on their resumption date, and resume payment of annual dues.

\*Student membership status remains in effect following CPHI(C) certification until the beginning of the next calendar year, at which time status as a Regular member is required. All Regular members must participate in the CPC program.

## 10. Role of the Employer

CIPHI encourages employers to support the continuing professional development efforts of their member employees. EPHPs are encouraged to discuss PD objectives with their employers or mentors. Through discussion, EPHPs and their employers can decide on appropriate PD activities and determine the type and level of employer support required.

Among other things, employer support can include:

- Provision of learning opportunities
- Assistance in developing job expectations and responsibilities
- Periodic review of EPHP's performance and progress
- Implementation of performance management systems
- Provision of financial support of activities
- Provision of time to participate in activities and reflect on them once completed

## 11. Consequences of Non-Compliance

Failure to participate in the CPC program in compliance with the requirements described in the Professional Development Model will result in EPHPs being placed in CIPHI's Progressive Compliance Cycle which can result in members having their membership terminated or, for members certified after January 1, 2017, their CIPHI certificate suspended. Details for the Progressive Compliance Cycle and Reinstatement Policy can be found in the CIPHI NOPs located on the CIPHI website.

## 12. Further Information

To ask specific questions about the CPC Program, please email: [cope@ciphi.ca](mailto:cope@ciphi.ca) or contact your branch representative.