

New Procedure for Declaring a Reduction in Professional Development Hours

If you are unable to meet the requirements of the CPC program because you worked part-time; took a leave of absence; were on medical, maternity or paternity leave; or were unemployed during the course of the calendar year you must declare a reduction in Professional Development Hours (PDHs) in the Professional Practice category to be exempt from meeting full PDH requirements.

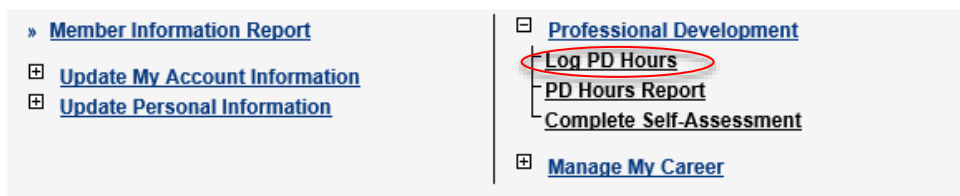
**** Effective March 1st 2019, the procedure for declaring a reduction of PDHs has changed and is now strictly electronic****

Members must now use the **NEW ONLINE CHECKBOX** when making a Declaration for Reduced Professional Development Hours. Forms will not be accepted, nor reviewed by an auditor.

Note: If a declaration is not made using the online checkbox and you enter less than 80 PDHs, you will automatically fail your audit. ****Remember to complete this by January 31st deadline****

Steps to Declare a Reduction in PDHs:

Step 1: Log into the Member Service Centre at www.ciphimember.ca. Scroll down to **Professional Development**. Click on **Log PD Hours**.



Step 2 – The competency management table will generate. Click **edit** for the appropriate year.

Yearly Summary						
Year	Entered PDH	Eligible PDH	Audited PDH*	PD Requirement Met Y/N*		Audi
2019	0	0			view edit	
2020	0	0			view edit	
2021	0	0			view edit	

Step 3 - Click on **new entry**.

Category Summary For Year 2019			
Category	Entered PDH	Eligible PDH*	Audited PDH**
<input type="button" value="new entry"/>			

**"Eligible PDH" are adjusted to reflect the maximum allowable PD entries due to individual activity c limits

Step 4 -The Professional Development Activity table will generate.

Activity

* **Category:**

* **Activity:**

* **Amount:** **Credit:** 0

* **Title/CoPE number:**

* **Date/Description:**

Step 5 - Select **Professional Practice** from Category drop down menu and **Professional Practice** from the Activity drop down menu.

Activity

* **Category:**

* **Activity:**

* **Hours:** **PDH:** 0

* **Title/CoPE number:**

* **Date/Description:**

Step 6 – Fill in the Title/CoPE number and Date/Description fields.

Title/CoPE number: Indicate your position/title

Date/Description: Provide a brief description of role and dates that you worked

Activity

* **Category:** Professional Practice

* **Activity:** Professional Practice

* **Hours:** 304.00 **PDH:** 20

* **Title/CoPE number:** Public Health Inspector, part-time - Alberta Health Services

* **Date/Description:** Worked as a PHI, part-time for 4 months. Months worked were Jan, Feb, Mar and April 2019 for approx. 19 hours per week.

Step 7 – Check the box for **Declaration for Reduced Professional Development Hours** that appears below the date/description field. A drop down menu will appear where the number of months worked out of the year is to be entered. The amount of PDHs required will be pro-rated based on the number of months a member is working or active in the field. **The declaration box must be checked to alert auditors that you did not practice full time for the audited year.** ****Remember to complete this by January 31st deadline.**

Declaration for Reduced Professional Development Hours:

Number of Months Working/Participating	Professional Practice PDHs required	All Other Activities PDHs required	Total Number of PDHs required
4 of 12	17	10	27

Step 8 - If there is documentation to support the declaration, click on **new attachment** to attach to your Professional Practice entry.

Once the Declaration for Reduction of PDHs entry is complete, click **submit**.

File Attachments:

Filename

There are no files attached to this activity.

new attachment

submit **cancel**