

# Professional Development Hours (PDH) Entry Tool: 2021

## Annual Requirement: 80 PDHs\*

\*Dependent upon the number of months worked.  
See [Procedure for Declaring a Reduction of PD Hours](#) for further information.

## PDH Entry Tips

- **DETAILS:** Explain your PDH entries in enough detail so that an auditor can approve them.
  - When applicable, explain how your activity entry aligns with a core competency. See the [Discipline Specific Competencies](#) document.
- **NO ACRONYMS:** Avoid using acronyms. Auditors from different provinces may not be familiar with them.
- **WEB BROWSER:** Use Explorer, Firefox, Google Chrome. Does not work with Microsoft Edge.

**I reached 80 PDHs. Do I stop entering? NO!** Enter more. If audited, there may be discrepancies between your entries and what is approved.

Example: you are selected for random audit and entered 80 PDHs, with 20 PDHs for volunteering on CIPHI committees. CIPHI activities are eligible for a maximum of 10 PDHs, so only 10 of your 20 PDHs are eligible. As a result, you only achieve 70 PDHs and you fail your audit. Lesson: enter above and beyond 80 PDHs!

**NOTE:** Auditors may request additional supporting documentation to substantiate an entry.

## Professional Practice

Teaching, consulting or administering in the field of environmental public health, influencing the practice of the profession.

**15 hrs of work = 1 PDH; Max 50 PDHs; 50 PDHs = 750 hrs of work**

### Entry Requirements

- Title: job title
- Date/Description: dates worked (i.e. full-time) & employer(s)
- See [Procedure for Declaring a Reduction of PD Hours](#), if applicable.
- Two or more job positions should be combined into one entry per calendar year.

## Formal Activity

Often includes an evaluation process.  
e.g. University course

**1 hr = 1 PDH; Max 30 PDHs**

### Entry Requirements

- Title: course title and number (if available)
- Date/Description: date(s) & name of institution & course description
- Attach certificate of completion (if applicable)

## Informal Activity

Expanding knowledge, skills, judgment; no evaluation process.

e.g. self-directed study, conferences, trade shows, seminars, workshops, presentations, webinars, meetings

**1 hr = 1 PDH; Max 30 PDHs**

### Entry Requirements

- Title: name of event
- Date/Description: date(s) & host organization, activity description
- Attach agenda, web link, promotional flyer (if available)

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## Participation

Promoting peer interaction; new ideas and technologies; advocacy.

**Max 20 PDHs, however, there is a Max 10 PDHs per activity type as described in the [PD Model](#).**

### Mentoring

Structured, ongoing relationship between a less experienced and an experienced public health professional (e.g. practicum student)

**1 hr = 1 PDH; Max 10 PDHs**

#### Entry Requirements

- Title: description of activity
- Date/Description: mentee's position/title & date(s) & duration

### Job Shadowing

Limited relationship often lasting only a few hours or days (e.g. medical student rotation)

**4 hrs = 1 PDH; Max 10 PDHs**

#### Entry Requirements

- Title: description of activity
- Date/Description: participant's position/title & date(s), duration

### Service on Committees/Boards

Technical or professional; separate from typical work duties (e.g. ad-hoc, managerial associations, societies, public bodies, appeal boards, review panels)

**1 hr = 1 PDH**

**See Section 4 of the [PD Model](#) for details**

**Note: All CIPHI activities are limited to 10 PDHs**

#### Entry Requirements

- Title: name of committee/board
- Date/Description: your role & date(s) or duration

### Community Contribution

Professional or ethical (e.g. services for charitable, community, religious, or service organizations, coaching, elected public service)

**1 hr = 1 PDH; Max 10 PDHs**

#### Entry Requirements

- Title: name of activity
- Date/Description: details of activity & your role & date(s) or duration

## Presenting

Technical or professional; separate from typical work duties  
e.g. preparation and delivery of an original presentation

**1 hr = 1 PDH; Max 20 PDHs; can only claim first delivery of presentation**

#### Entry Requirements

- Title: title of presentation
- Date/Description: presentation description & date & audience, & how presentation is separate from typical work duties

### Reflective Practice

Self-assessment tool or learning plan use.

**1 hr = 1 PDH; Max 5 PDHs**

On the [MSC](#) an online self-assessment tool is available under the "Professional Development" tab and a learning plan template is provided under the "Library" tab.

#### Entry Requirements

- Title: title of activity
- Date/Description: tool or learning plan used, description of reflection on practice

### Contributions to Knowledge

Expanding or developing technical knowledge base.  
e.g. thesis; publication or review of papers/books/articles/codes/standards

**Max 30 PDHs\*\***

\*\*Refer to the [PD Model](#) for the complete PDH breakdown of activities within this category

#### Entry Requirements

- Title: title of document
- Date/Description: details of contribution, link to document (if applicable)

- **Always refer back to the [PD Model](#) if you have questions or contact CoPE by email at [cope@ciphi.ca](mailto:cope@ciphi.ca).**
- **View your detailed PD entry report on the [MSC](#). 'Professional Development' - 'PD Hours Report'.**

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