

Professional Development Hours (PDH) Entry Tool: 2022

Entry deadline: January 31st 2023

Annual requirement: 30 PDHs*

*Adjusted for members on Extended Leave who have submitted a PDH [Reduction of Hours](#) on the MSC.

Log into the MSC at
ciphi.in1touch.org

Entry Categories

Education

- ◆ Maximum 30 PDHs
- ◆ E.g. conference, webinar, course, self-directed study

Publishing & Presenting

- ◆ Maximum 30 PDHs total from subcategories:
- 1. **Publications**
- 2. **Presenting at a conference, course, webinar, or workshop**
- 3. **Reviewing/editing an article for publication**

Reflective Practice

- ◆ Maximum 5 PDHs total from subcategories:
- 1. **Learning Plan** (optional [template](#))
- 2. **Reflective Writing**
 - ◆ E.g. Narrative of a rough environmental health situation

Participation

1. **Formal Mentoring**
 - ◆ Maximum 10 PDHs
 - ◆ E.g. Practicum Coordinator
2. **Job Shadowing**
 - ◆ Maximum 5 PDHs
 - ◆ E.g. Medical Officer of Health shadowing an EPHP
3. **Service on Committees and Boards**
 - ◆ Maximum 20 PDHs
 - ◆ E.g. CIPHI branch committee, Health and Safety Committee
4. **Contributions to the Community**
 - ◆ Maximum 5 PDHs
 - ◆ E.g. Coaching child's sports team,

Refer to the [PD Model](#) for category and subcategory definitions.

Entry Tips

1 hour = 1 PDH for all entries

- ◆ Ensure the description for each entry contains sufficient detail for an auditor to approve it and to link the activity to CIPHI's [Discipline Specific Competencies](#).
- ◆ Avoid using acronyms. Auditors from different provinces may not be familiar with them.
- ◆ Try to enter more than the minimum required

Additional Resources

[Professional Development Model](#)

[CIPHI YouTube](#)

[Resources & FAQs](#)

[Contact CoPE](#)