Professional Development Hours (PDH) Entry Tool

Entry deadline: January 31st
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** (template)
2. **Reflective Writing**
   - ◆ Include: Sufficient detail to describe your professional development in your EPHP practice

Participation

1. **Formal Mentoring**
   - ◆ Maximum 10 PDHs
   - ◆ E.g. Practicum Coordinator , not job shadowing activities
2. **Job Shadowing**
   - ◆ Maximum 5 PDHs
   - ◆ E.g. student or staff member shadows you
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, religious organization board member

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 number of PDHs.

Additional Resources

Professional Development Model	CIPHI YouTube
Resources & FAQs	Contact CoPE

Rev. 05/3/2023

ciphi