

CIPHI's Continuing Professional Competencies (CPC) Program

Frequently Asked Questions

Professional Development Hours (PDHs)

1. Why do we have a Continuing Professional Competencies (CPC) program?

The CPC program facilitates the professional recognition of CPHI(C) holders, to keep them abreast of continuing developments in the field of environmental public health, and to support their continued professional development.

2. Where do I enter my PDHs?

Visit ciphi.in1touch.org to access the Member Service Centre (MSC). It is recommended to enter activities into the MSC as they take place, rather than wait until the end of the year and try to recall details.

3. Why is 'Professional Practice' no longer included as a PDH entry category?

Unless a member is on extended leave as defined in the PD Model, all members (including those who are unemployed, working part-time, or working out of the field of environmental public health (EPH)) are now expected to obtain 30 PDHs each year.

There is no longer a process required to determine whether a member's job is considered EPH related. Data entry is simplified.

4. How many PDHs are required each year?

Regular members are required to submit 30 PDHs annually. See the [PD Model](#) for detailed information on obtaining PDHs.

5. How do I enter my PDHs?

Several resources are available to assist with the PDH entry process:

- [MSC Portal Entry Guide](#)
- Instructional videos on [CIPHI YouTube channel](#)
- [Professional Development Model](#)
- [PDH Entry Tool](#)

Please include an appropriate level of detail with each entry, so that an auditor can evaluate your entry. Avoid using acronyms in your entries, and be sure to include any attachments, and links, where applicable.

6. Is there a deadline to enter my PDHs every year?

Yes. Members must submit their PDHs by midnight (PST) on January 31st of the **following** year. For example, if you are a regular member in 2023 then you must submit your 2022 PDHs by January 31st, 2024.

7. I missed the deadline. Can I enter my hours now that the MSC is locked?

No. After the deadline, members can no longer add or edit entries from the previous year. Members are encouraged to enter hours early to avoid any issues.

Members who fail to comply with the requirements of the CPC Program by the deadline will be deemed non-compliant.

8. Who is eligible for a reduction in hours? How to apply?

Members eligible for a reduction in PDHs are those who are on extended leave. Extended leave is any leave which can be supported by professional documentation. This would include, but is not limited to, parental, disability, and medical leaves.

Members who are unemployed, working part-time, or who are not working in the field of environmental public health are not considered to be on extended leave and are required to fulfill the 30 PDH requirement.

[An instructional video](#) is available on the CIPHI YouTube channel to outline the process of submitting a declaration for reduction of PDHs. Review the [PD Model](#) for further information.

Compliance with the CPC Program

9. What are the consequences for non-compliance with the CPC Program?

A progressive compliance cycle was implemented in 2019. Members who are non-compliant with the CPC Program (e.g. do not enter any or enough PDHs, or are audited and determined to not have met the CPC Program requirements) will be placed in Step 1 of the cycle. A second failure within a 5-year time period will result in consequences being applied.

Further information on the Progressive Compliance Cycle can be found in [National Operating Policy 23](#).

10. What are the consequences of a second audit failure within a 5-year time period?

Membership in CIPHI is terminated. If member is subject to mandatory membership, their CPHI(C) credential will be suspended. See [National Operating Policy 22](#) and [National Operating Policy 25](#) and for further information.

11. How does CIPHI monitor participation in the CPC Program?

The Council of Professional Experience (CoPE) performs audits of a minimum of 5% of the regular membership each year to verify compliance with the CPC Program. Members are randomly selected for audits. Those selected will be notified and provided with the outcome at the end of the audit.

All members who do not submit the minimum required number of PDHs before the annual deadline are automatically deemed to be non-compliant.

Discipline Specific Competencies

12. What is a Discipline Specific Competency?

Discipline specific competencies describe the knowledge, skills, and abilities necessary for continued development after receiving the CPHI(C) in the field of Environmental Public Health. Activities submitted in the Member Service Centre (MSC) must align with at least one of these competencies.

For more information and to review the competencies, please review the [Discipline Specific Competencies](#) document.

Activity Approvals

13. Does CoPE do activity approvals and assign PDHs?

No. CoPE no longer issues CPC codes or assigns PDHs to activities submitted by organizations.

Members must ensure their activity aligns with one or more of the [Discipline Specific Competencies](#). They are required to calculate the appropriate number of PDHs for their activity, using the resources provided.

Organizations may apply to be on this list, and members can use the [CIPHI-Educational-Opportunities List](#) to help them access PDH opportunities.

More details on the process, including the application form for organizations to be on the educational opportunity providers list, can be found at <https://ciphi.ca/professional-development/professional-development-hours-pdhs/>.

Other

14. How do I contact CoPE?

For specific questions related to the CPC Program or PDHs, email CoPE at cope@ciphi.ca.