



Professional Development Model

Continuing Professional Competencies (CPC) Program

September 2023

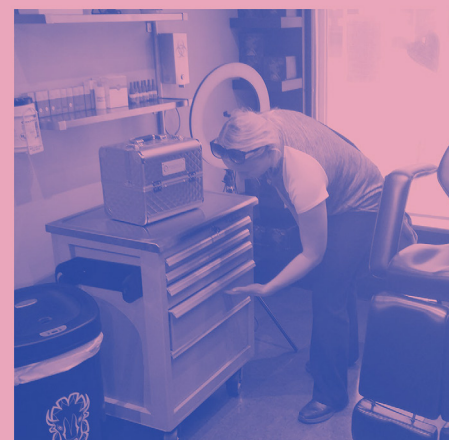


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Glossary

Audit: A formal review of the member's submitted professional development hours (PDHs), conducted by a member of the Council of Professional Experience

Audit lead: The Council of Professional Experience member who manages the audit process

Audit process: The process of conducting an audit

Auditee: The Canadian Institute of Public Health Inspectors Regular Member who is audited

Auditor: An individual who assesses the member's annual PDH submissions to the standard set forth in the CPC program

Board of Certification (BoC): The branch of the Canadian Institute of Public Health Inspectors which governs the process of obtaining a Certificate in Public Health Inspection (Canada)

Canadian Institute of Public Health Inspectors (CIPHI): The organization that works to protect the health of all Canadians on environmental issues while promoting the science of environmental health and the profession.

Certificate in Public Health Inspection (Canada) (CPHI(C)): The certificate of qualification granted to those candidates who fulfill the requirements set forth in the Regulations Respecting the Certificate in Public Health Inspection (Canada) and Governing the Board of Certification of Public Health Inspectors

CIPHI Regular Member (member): A member of the Canadian Institute of Public Health Inspectors with a CPHI(C) designation as defined in the current Canadian Institute of Public Health Inspectors Bylaw #1. This does not include Student, Retired, or unemployed Life Members.

Continuing Professional Competencies (CPC) program: Provides a framework, guidelines, and tools to support environmental public health professionals in remaining competent and ethical within the profession of public health

Council of Professional Experience (CoPE): The body of CIPHI that administers, monitors, regulates, and evolves the CPC program

Environmental public health professional (EPHP): A person working in the field/science/profession of environmental public health who holds the CPHI(C) credential

Extended leave: Any extended leave which can be supported by professional documentation. This includes, but is not limited to, parental, disability, and medical leaves. Members who are unemployed, 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 total PDH requirement.

Member Service Centre (MSC): CIPHI's online portal for members

National Executive Council (NEC): Governing board of CIPHI

National Operating Policy (NOP): Policy established by the National Executive Council to guide CIPHI and CIPHI member actions

Professional development (PD): The development and maintenance of the skills, knowledge, and abilities essential to the profession

Professional development hours (PDHs): Time spent by the environmental public health professional outside of regular work duties to develop and maintain the skills, knowledge, and abilities essential to the profession

Progressive Compliance Cycle (PCC): National Operating Policy #23, Professional Development Hours – Progressive Compliance Cycle

1.0 Overview

The field of environmental public health is constantly changing with emerging pathogens, shifts in practices, expansion in the focus areas of environmental public health professionals (EHPs), and the impacts of new challenges, such as climate change. The Continuing Professional Competencies (CPC) program supports the health and safety of the public by ensuring Certificate in Public Health Inspection (Canada) (CPIHC) holders engage in ongoing professional development opportunities.

The Professional Development (PD) Model is an important part of the CPC program. It provides a process for monitoring, tracking, and reporting competency-building activities and professional development hours (PDHs). Recognizing the diversity of knowledge that is demanded of the Canadian Institute of Public Health Inspectors (CIPHI) members, the PD Model provides the flexibility to undertake activities that provide the greatest benefit to individual EHPs in their practice. The Council of Professional Experience (CoPE) recommends that EHPs consider their own needs for professional development and seek out relevant PDHs to fulfill those identified needs.

1.1 Participation in the CPC Program

CIPHI Regular Members are required to participate in the CPC program in order to maintain their CIPHI membership. This involves obtaining and submitting a minimum number of PDHs annually online in the Member Service Centre (MSC). PDHs include time spent by the EHP outside of regular work duties to develop and maintain the skills, knowledge, and abilities essential to the profession.

To meet the requirements of the CPC program, members must:

- ▶ Log activities annually on the [MSC](#) by **January 31** of the following year.
- ▶ Log at least the minimum number of eligible PDHs required, as outlined in this model.
- ▶ Provide a sufficient level of detail in each entry for the auditor to approve the entry. See [PDH Entry Tool](#) for additional information.
- ▶ Maintain records that support their PDHs (e.g. record of attendance) for a period of at least one year, in the event that they fail an audit and want to appeal the decision and/or apply for reinstatement of membership.

Members who are non-compliant will be entered into the Progressive Compliance Cycle (see CIPHI [NOP #23](#)). Further information regarding consequences of non-compliance are outlined in CIPHI [NOP #22](#) and CIPHI [NOP #25](#).

Note: The minimum PDH requirements may not be adequate to maintain or increase competence for all EHPs. It is the responsibility of individual EHPs to assess their needs and to plan appropriately.

1.2 Application

All CIPHI Regular Members are required to participate in the CPC program.

Commencing January 1, 2017, all persons receiving a CPHI(C) are required to be a CIPHI Regular Member in order to continue to be able to use the designation and to represent themselves as a person holding that qualification.

Student Members

Student Members are not required to participate in the CPC program. The requirement to participate in the CPC program begins in the calendar year following the year the CPHI(C) was issued, at which time status as a CIPHI Regular Member is required.

Retired Members

Upon retirement, CPHI(C) holders have the option to maintain membership as a CIPHI Regular Member or a Retired Member. Retired Members are not required to participate in the CPC program.

Retired CPHI(C) holders, maintaining regular membership status, are required to fulfill the full 30 PDH requirement.

Life Members

An individual who is found to have made strong contributions to the field of environmental public health and to CIPHI can be awarded life membership when recognized by their peers. Where these individuals are employed and the CPHI(C) designation is a prerequisite for employment, they are required to submit PDHs. Unemployed Life Members are exempt from participation in the CPC program.



2.0 The Council of Professional Experience (CoPE)

Founded in 2009, CoPE administers the CPC program and supports members with their ongoing professional development. CoPE comprises up to 15 representatives from each of the CIPHI branches, appointed through consultation with the branches and the National Executive Council.

CoPE is governed by the Regulations Governing the Council of Professional Experience of the Canadian Institute of Public Health Inspectors. CoPE's role is to support EPHPs in their professional development and foster accountability in all members by:

- ▶ Providing structure and leadership for the CPC program
- ▶ Setting criteria for professional development and maintenance of discipline-specific competencies
- ▶ Conducting audits of members
- ▶ Supporting members in identifying suitable professional development activities
- ▶ Establishing and managing standards for retired and on-leave members to maintain their credentials
- ▶ Improving the CPC program, the MSC, and other initiatives that support members and their professional development goals

3.0 Professional Development Hours

3.1 Introduction

This section outlines the minimum requirements to meet the CPC program requirements.

CIPHI's PD Model allows flexibility by including four different categories in which activities can be entered and provides members an additional month following the entry year to submit their entries.

3.1.1 Member's Responsibility

It is the responsibility of the member to comply with the annual CPC program requirements (see 3.1.2 Program Requirements).

Failure to comply with the requirements of the CPC program may result in an audit failure. See CIPHI [NOP #23](#) – Professional Development Hours – Progressive Compliance Cycle for further information.

3.1.2 Program Requirements

- ▶ All CIPHI Regular Members, except those on extended leave, are required to submit 30 PDHs in each calendar year.
- ▶ CIPHI Regular Members on extended leave are required to submit 3 PDHs for every active month of practice.
 - ▶ PDHs can be achieved at any point during active practice provided that the total number of PDHs is met.

All Members Shall:

- ▶ Enter their PDHs annually in the MSC.
- ▶ Be aware of the definition and requirements of each category, including excluded activities.
- ▶ Be aware of the maximum number of PDHs allowed annually in each category.
- ▶ Include sufficient entry details to allow an auditor to evaluate the entries.
- ▶ Submit all required supporting documentation (e.g. agenda, certificates of attendance).
- ▶ Be aware of, and comply with, all restrictions noted in Section 3.1.3, and with the specific entry details for each of the activity categories described in Section 3.2.

Exemption from Total PDH Requirement (Extended Leave)

Members who are on an extended leave during a calendar year can electronically [declare a reduction in PDHs](#). See Appendix A for details on what qualifies for an extended leave and the steps involved in this process.

3.1.3 Restrictions

The following restrictions apply:

- ▶ All PDHs must be submitted by January 31, 11:59 p.m. PST of the following year.
 - ▶ The MSC will restrict the entry of any hours after this date/time.
 - ▶ No late PDHs will be accepted.
- ▶ All PDHs must be earned in the calendar year for which the PDH is submitted. No “carry over” is permitted.
 - ▶ For example, a conference attended in 2021 can only be claimed as an activity in the year 2021.



3.2 Activity Categories

There are four categories in which activities can be claimed.

- ▶ Education
- ▶ Participation
- ▶ Publishing and Presenting
- ▶ Reflective Practice

3.2.1 Education

Education includes any activity undertaken by the member to broaden their knowledge of a topic that is relevant to their employment as an EPHP.

Examples might include:

- ▶ Attendance at a conference or trade show (e.g. CIPHI Annual Educational Conference)
- ▶ Webinars, seminars, technical presentations, talks, and workshops (e.g. CDC webinar; a webinar hosted by your employer for the purpose of professional development)
- ▶ Postsecondary education at an accredited institution (e.g. college or university)
- ▶ Courses offered by a recognized institution (e.g. National Collaborating Centre for Environmental Health)
- ▶ Courses leading to a professional designation or an examination for a professional designation
- ▶ Self-directed study on a topic that is relevant to the EPHP's role

PDH Calculation

One hour of Education earns one PDH.

Category Restrictions

For education activities, PDHs cannot be claimed for lunch or breaks.

- ▶ For example, an 8 hour conference with a one-hour lunch and two half-hour breaks is eligible for 6 PDHs.

Category Maximum

There is no maximum number of eligible PDHs for this category.

3.2.2 Participation

Participation activities can fall under the following four subcategories:

1. Formal Mentoring
2. Job Shadowing
3. Service on Committees and Boards
4. Contributions to Community

3.2.2.1 Formal Mentoring

Formal mentoring includes a structured relationship between an EPHP who holds the CPHI(C) designation and an individual who is completing a practicum to earn the CPHI(C) credential as required by the BoC, or any other official mentorship format. These relationships involve significant preparation by the mentor, tracking of mentee hours, discussion, evaluation, and assessment of objectives.

Examples might include:

- ▶ A practicum coordinator for a health unit or office
- ▶ An assigned mentor for a BoC practicum student for the duration of the student's placement

PDH Calculation

One hour of formal mentoring earns one PDH.

Category Restrictions

This category does not apply to work done with a colleague (e.g. CPHI(C) holder, Medical Officer of Health, etc.)

Category Maximum

The maximum number of eligible PDHs for this category is 10.

3.2.2.2 Job Shadowing

Job Shadowing includes a casual, less structured relationship that entails an EPHP, who holds the CPHI(C) designation, being shadowed by another individual (e.g. performing an instructional activity that is not part of the mentoring category). The senior member of this relationship may claim the job shadowing hours.

Examples might include:

- ▶ A member who is not the assigned mentor/coordinator for a BoC practicum student
- ▶ A new employee shadowing a more experienced employee
- ▶ A medical officer of health, administrative staff, or nursing staff shadowing an EPHP

PDH Calculation

One hour of Job Shadowing earns one PDH.

Category Restrictions

The instructing or demonstrating EPHP may claim the job shadowing hours; the job shadowee may not claim the job shadowing hours.

Category Maximum

The maximum number of eligible PDHs for this category is five.



3.2.2.3 Service on Committees and Boards

Service on Committees and Boards includes participation on any committee, board, commission, project, or panel that draws upon the professional expertise of the member (CIPHI/EPHP related), and where the member participation is “over and above” their regular work duties.

Examples might include:

- ▶ Participation in a CIPHI branch or national committee
- ▶ Participation in an employer-created committee that provides resources to public health professionals (e.g. Playground Safety Committee, Joint Health and Safety Committee)

PDH Calculation

One hour of service earns one PDH.

Category Restrictions

This category does not apply to:

- ▶ Service that is within the member’s employment responsibilities (e.g. managers’ meetings, association meetings at which the member represents their employer)
- ▶ Service to the community that does not have an environmental, public health focus

Category Maximum

The maximum number of eligible PDHs for this category is 20.

3.2.2.4 Contributions to Community

Contributions to Community include any active service for an organization that does not use the EPHP's professional expertise (non-CIPHI/non-EPHP related).

Examples might include:

- ▶ Coaching a child’s soccer team
- ▶ Participation on the board of a charitable organization (e.g. religious organization or art gallery)

PDH Calculation

One hour of contributions earns one PDH.

Category Restrictions

This category does not apply to contributions to CIPHI or other public health-focused organizations.

Category Maximum

The maximum number of eligible PDHs for this category is five.

3.2.3 Publishing and Presenting

3.2.3.1 Publications

Publications outside of an EPHPs normal job functions which expand or develop the technical knowledge base are recognized.

Examples might include:

- ▶ Publication of papers, summaries, and articles within a journal, magazine, report, newsletter, or similar
- ▶ Publication of an academic nature required for a formal education degree or designation (e.g. capstone project, major research paper, thesis or dissertation completed for a graduate degree)
- ▶ Publication of a book
- ▶ Formal peer review or edit of papers or articles for publication

PDH Calculation

One hour of preparation earns one PDH.

Category Restrictions

- ▶ A publication may only be submitted once.
- ▶ Preparation hours that span over multiple years should be claimed in each individual year that the work was completed.

Category Maximum

There is no maximum number of eligible PDHs for this category.

3.2.3.2 Presenting

Eligible presentations are those of a technical or professional nature that are discretionary—that is, outside of an EPHP's normal job functions.

Presentations may occur:

- ▶ At a conference, meeting, course, workshop, or seminar
- ▶ Either within an organization or at an event sponsored by a technical or professional organization

PDH Calculation

One hour of preparation or delivery earns one PDH.

Category Restrictions

- ▶ A presentation may be submitted only once. Subsequent deliveries of the presentation are not eligible for PDHs.
- ▶ PDHs cannot be claimed for modifying a presentation that was already submitted for PDHs. Subsequent deliveries of the modified presentation also cannot be claimed.
- ▶ Standardized training presentations such as FoodSafe, Pool Operator Training, WHMIS, etc., are not accepted and cannot be claimed as PDHs.

Category Maximum

There is no maximum number of eligible PDHs for this category.

3.2.4 Reflective Practice

Reflective Practice includes activities in which the individual reflects on their practice as an EPHP.

Examples might include:

- ▶ Completing a learning plan ([optional template](#))
- ▶ Reflective journaling or writing a narrative of a tough environmental health situation

PDH Calculation

One hour of reflection earns one PDH.

Category Restrictions

There are no category restrictions, provided that sufficient detail is provided to describe the reflective practice.

Category Maximum

The maximum number of eligible PDHs for this category is five.



3.3 Entering PDHs

PDHs must be submitted directly through the [Member Service Centre \(MSC\) portal](#), unless stated otherwise. See Appendix B for specific details pertaining to the PDH entry process.

PDH Entry Resources

Resource documents are available to assist members with their PDH entries. Members should reference these documents throughout their PDH entry process. Resources include, but are not limited to:

- ▶ Professional Development Model (this document)
- ▶ [PDH Entry Tool](#)
- ▶ [Professional Learning Plan Template](#)
- ▶ [Declaration of Reduction of Hours Video](#)
- ▶ [Frequently Asked Questions](#)
- ▶ [Other instructional videos](#)
- ▶ [Discipline Specific Competencies](#)

These resources can also be accessed through the [CIPHI website](#) (PD Resources and FAQs under the 'Professional Development' tab (Image 1) or the [Member Service Centre](#) (Library under the 'Resources' Tab) (Image 2) directly.

Image 1. PD resources and FAQs accessible under the Professional Development tab from the homepage of the CIPHI website.

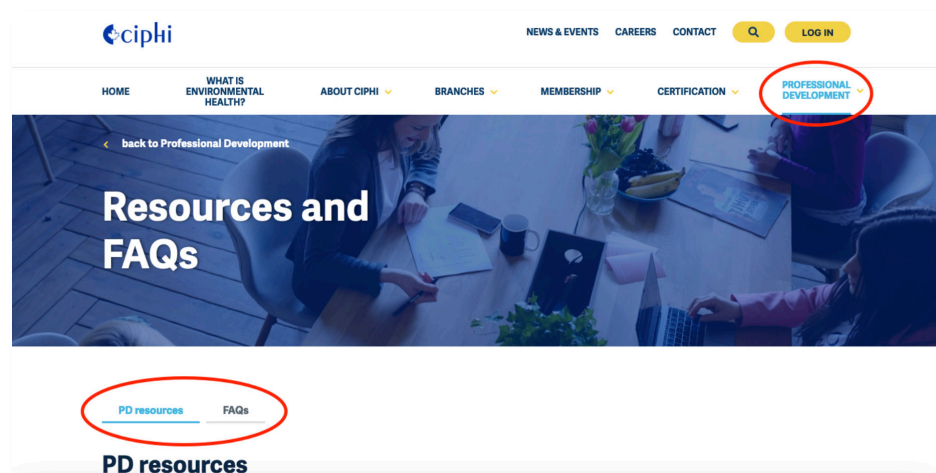
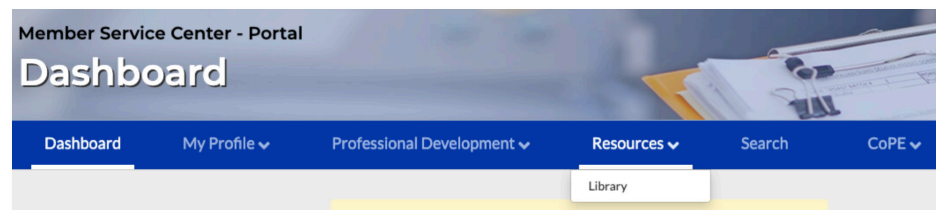


Image 2. Resources accessible through the Library under the 'Resources' tab from the Dashboard of the Member Service Centre portal.



4.0 Auditing Process

Auditors conduct annual audits of CIPHI members to monitor compliance with the CPC program and CIPHI [NOP #23](#). During the audit process, auditors review the member's PDH entries to the standards described in this document.

4.1 Auditee Selection

Only CIPHI Regular Members are audited. Members are selected for an audit in one of the following ways:

1. Random selection from all members who submitted at least the minimum required number of PDHs outlined in the CPC program
2. Any member who entered less than the minimum required number of PDHs outlined in the CPC program
3. Members who are enrolled in the Progressive Compliance Cycle (PCC) as per CIPHI [NOP #23](#)

Notes:

- The minimum number of auditees randomly selected for reason #1 above will be 5% of members, excluding members who are audited because of reasons #2 or #3 above.
- All members enrolled in the PCC will be audited, as per CIPHI NOP #23.

4.2 Auditing Process

For each audit to which they were assigned, auditors will evaluate entries based on the information that is provided, to the standards described in this document. Each evaluated entry will either be approved or denied. If the entry is denied, the auditee will be provided with comments on their profile with further explanation.

Some examples of why an activity may be denied include:

- ▶ The PDH entry does not contain a sufficient level of detail for the auditor to evaluate the entry.
- ▶ This entry is a duplicate of another entry.
- ▶ This entry is not an acceptable professional development activity type.

4.2.1 Audit Failures

A member may be found to be non-compliant with the CPC program requirements, resulting in an audit fail. This failure can occur in the following ways:

1. The member submitted at least the minimum number of PDHs required by the CPC program, but the auditor determined that some or all of the PDH submissions did not meet the entry criteria for their respective categories.*
2. The member did not submit the minimum number of PDHs required by the CPC program.

*Each of these audit failures receive a second independent audit indicating the same outcome before being finalized.

Any member who fails an audit for the first time in a five-year period will be entered into the PCC. Any member who fails an audit for the second time in a five-year period will be subject to consequences as described in CIPHI [NOP #23](#).

All members who fail an audit have the right to appeal the audit result.

4.2.2 Notification of Audit Result

Following the completion of the audit process, each auditee will be notified of their audit result, consequences of failure, and any relevant supporting reference documents, as applicable.

5.0 Consequences of Non-Compliance

Non-compliance with the requirements of the CPC program described in the Model will result in EPHPs being placed in CIPHI's Progressive Compliance Cycle.

For members who certified prior to January 1, 2017, membership will be terminated.

For members who certified on January 1, 2017 or later, membership will be terminated and CPHI(C) designation will be suspended.

Additional information can be found on [CIPHI's national website](#) under National Operating Policies:

- ▶ [NOP #22 – Suspension and Reinstatement of CPHI\(C\) Credential](#)
- ▶ [NOP #23 – Professional Development Hours – Progressive Compliance Cycle](#)
- ▶ [NOP #25 - Termination and Reinstatement of Membership - Maintaining Professional Development Hours](#)

- ▶ [NOP #28 - National Appeal Review Process](#)

6.0 Employer Support

Some examples of employer support include but are not limited to:

- ▶ Provision of learning opportunities
- ▶ Provision of financial support for professional development activities
- ▶ Provision of time to participate in activities

Employers are encouraged to support the continuing professional development efforts of their employees. EPHPs are encouraged to discuss professional development objectives with their employers, as well as the type and level of employer support required.

7.0 Contact CoPE

To ask specific questions about the CPC program, please contact the Council of Professional Experience directly.

Contact your branch representative: See list of CoPE branch representatives [here](#).

Centralized email: cope@ciphi.ca

Appendix A -

Declaration for Reduction in Professional Development Hours/Resuming Active Practice

Eligibility for Reduction in PDHs

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 not be 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.

Declaring a Reduction in PDHs

To request an exemption from the standard minimum PDH requirement, eligible members must select '[Declaration of Reduction of PDHs](#)' from the Professional Development drop down menu in the MSC. Follow the prompts for submission year, reason for leave, and number of months on leave. The number of required PDHs will be pro-rated (see Table 7).

The declaration for reduction in PDHs can be completed anytime between January 1 of the calendar year in which the leave is taking place and January 31 of the following year (i.e. the PDH submission deadline).

Extended Leave Spanning More Than One Year

An extended leave that spans the course of more than one year will require the member to submit a declaration of reduction in PDHs for each year, or partial year, in which they were on leave. The prorated

calculation may be different for each year, depending on the type and duration of leave.

These PDHs can be claimed in any month. For example, a member who was active for March, April, and May would require nine PDHs in total, but each of the nine hours would be obtained in May and/or during any of the months for which the member is on a leave.

Table 7. Prorated calculation of PDHs required based on the number of months on leave/not participating in the CPC Program.

Number of Months on Leave per Calendar Year	Total Number of PDHs Required*
12	0
11	3
10	6
9	9
8	12
7	15
6	18
5	21
4	24
3	27
2	30
1	30
0	30

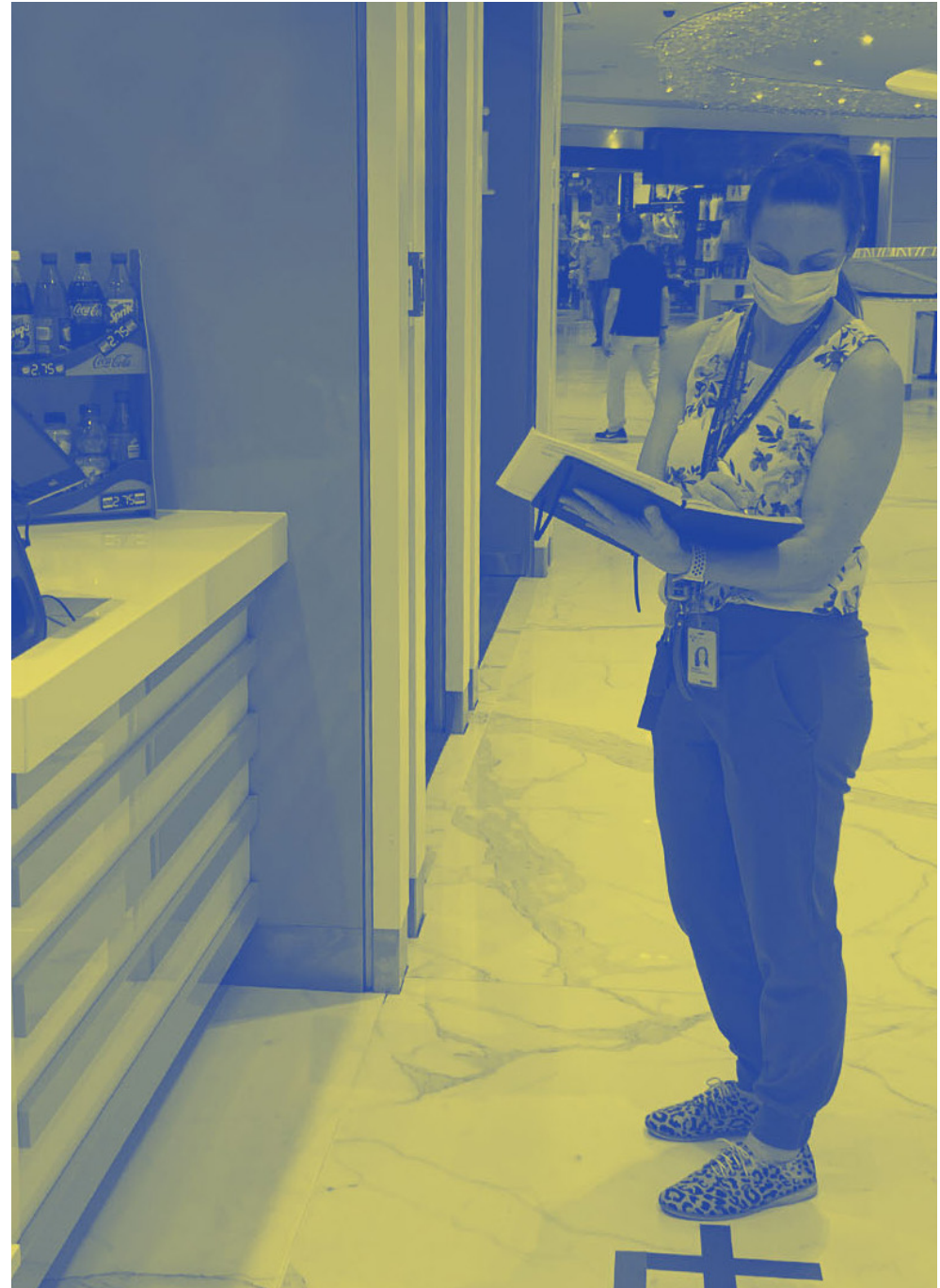
Exceptions may be considered based upon individual circumstances.*

Resuming Active Practice

If an environmental public health professional (EHPH) has a prolonged period where they are not practicing as an EPHP (e.g. more than one year), CIPHI may set conditions to be met by the member prior to resuming practice. These conditions will vary based on the length of time since the member has practiced as an EPHP.

The EPHP shall participate in the CPC program and resume payment of annual dues once CIPHI grants permission to resume practice as an EPHP.

For additional information on resuming active practice, please contact the CIPHI Office (office@ciphi.ca).



Appendix B -

Additional PDH Entry Information

Logging In

Members can access the [Member Service Centre](#) (MSC) login screen in the following ways:

1. Type ciphi.in1touch.org into the URL into an internet browser.
2. Visit the CIPHI website:
 - ▶ Click the "LOG IN" button on the top right hand corner of the [homepage](#).
 - ▶ Click "Member Service Centre" at the bottom of the page under Quick Access.

Image 3. Logging into the Member Service Centre portal through the CIPHI website.

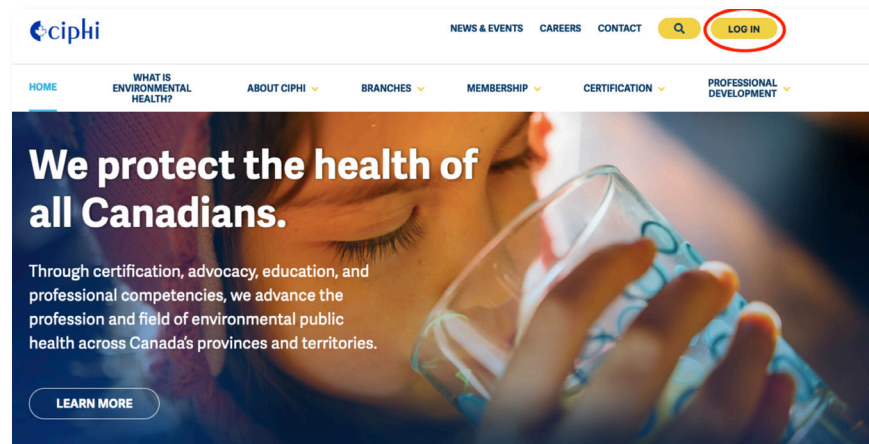
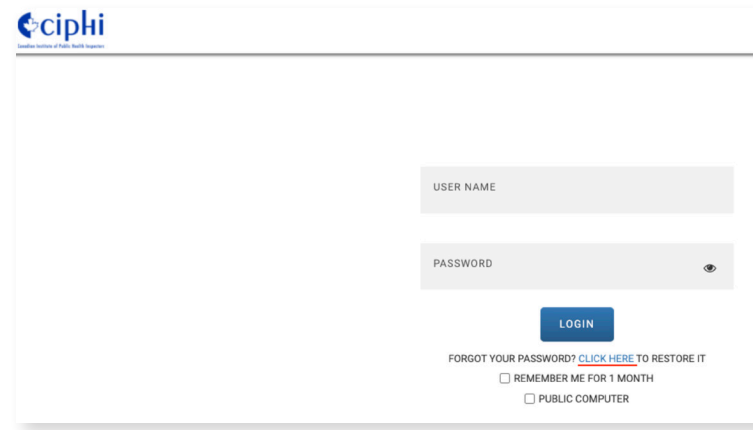


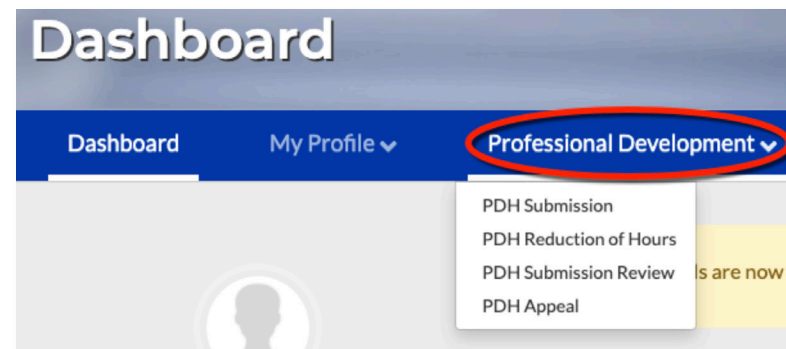
Image 4. Password reset option on login screen.



PDH Submission

Once logged in, members can claim PDHs by selecting the PDH Submission dropdown option under the 'Professional Development' tab on the Dashboard (Image 5).

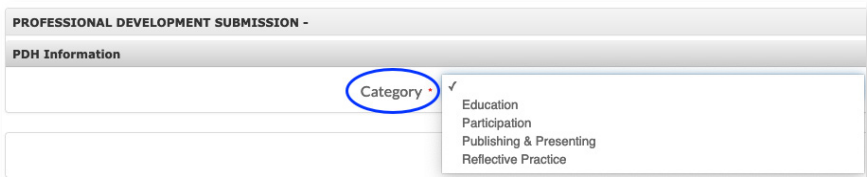
Image 5. PDH Submission dropdown under 'Professional Development' from home screen.



The member will be prompted to select their submission year, followed by their specific activity details. Any items marked with an asterisk (*) are mandatory entry fields.

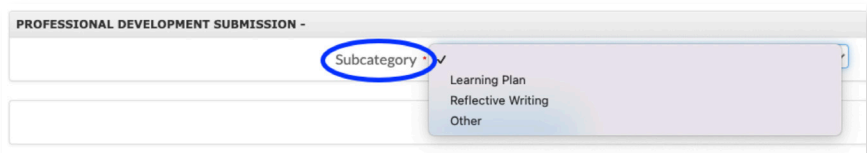
Each activity must be entered in one of the four main entry categories: Education, Participation, Publishing & Presenting, or Reflective Practice (Image 6).

Image 6. Detailed view of the main category dropdowns during the PDH entry process.



Some of the main entry categories also have subcategories. In certain cases, members will be prompted to select the appropriate subcategory for their activity. For example, the category “Reflective Practice” has three subcategories: “Learning Plan,” “Reflective Writing”, and “Other” (Image 7).

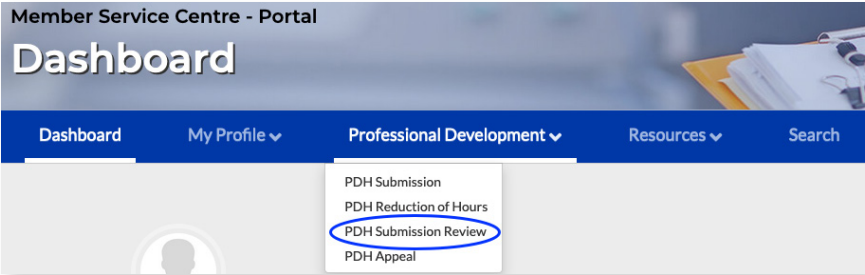
Image 7. Detailed view of a subcategory dropdown during the PDH entry process.



PDH Submission Review

Members can access the PDH Submission Review section under the ‘Professional Development’ tab on the Dashboard (Image 8) to access a summary table showing their total number of PDHs required, factoring in any reductions that have been declared. This table also outlines the number of PDHs submitted and the number of PDHs still required to achieve the minimum requirement.

Image 8.



Examples of detailed PDH entries

Activities that align with one of CIPHI's Discipline Specific Competencies will be eligible for PDHs. Members must ensure that entries have a sufficient level of detail for an auditor to evaluate the entry. To further ensure complete information is available during an audit, the section number of the competency, that the activity aligns with, can be directly included into the Description field. The following examples show two acceptable entries.

Example 1. Attending one day of a three day conference (Education Category).

PROFESSIONAL DEVELOPMENT SUBMISSION -

Education

Education Activity Type • Conference

Title • CIPHI National Annual Educational Conference

Education Start Date • 01/20/2022

Education End Date • 01/20/2022

Description

Host Organization • CIPHI

Web Link

Supporting Documentation • AGENDA 2022-01-20.PDF BROWSE

Course Number

Description •

Attended the CIPHI National Annual Educational Conference in [Edmonton, AB](#).
Conference dates January 20-23 2022.
[I attended on January 20 2022.](#)
See supporting agenda for schedule of events.
[Total 6.5 hours.](#)

Example 2. Practicum coordinator mentoring a practicum student at their local health authority (Participation - Formal Mentoring).

PROFESSIONAL DEVELOPMENT SUBMISSION -

Participation

Formal Mentoring

Mentee's Position / Title • Practicum Student

Start Date • 02/01/2022

End Date • 04/26/2022

Description

I was the official mentor for practicum student [Jane Doe](#). She was a practicum student in [ABC Health Unit \(DE Office\)](#). I took the time to plan and create a schedule for her 12 week practicum to ensure she was exposed to each the required program areas. I met regularly with her to discuss her progress, to review progress and details of program areas, and ensured that she had job shadowing hours with our various employees. In total, I spent approximately 20 hours of time devoted to this membership.

Justification of hours claimed is included.

