

FAQ

PDH

What is PDH?

Professional Development Hours (PDH) is the 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.

What do you mean by “outside of regular work duties”?

We mean that the activity you are trying to claim should not be something you routinely do or is normally expected of you. For instance, if you are normally responsible for creating guidance documents for staff, this would not be eligible for entry as a PDH.

What if someone exceeds the number of hours in a particular category, could those hours be transferred to next year?

No, the hours cannot roll over to the next year. The PDHs submitted are only for the year that you accrue the hours that you would submit for.

Do you need to enter hours in every category?

No, it is not necessary to enter hours in every category. The annual requirement is 30 PDHs and it is recommended to submit additional hours in case some hours might be denied.

How do I edit an entry?

See the [MSC Portal Entry Guide](#)

Where do I find out more information about the Professional Development Model or PDH Entry Tool?

See the [Resources and FAQs – cphi](#)

Website

Who do I contact if I'm having difficulty to log in?

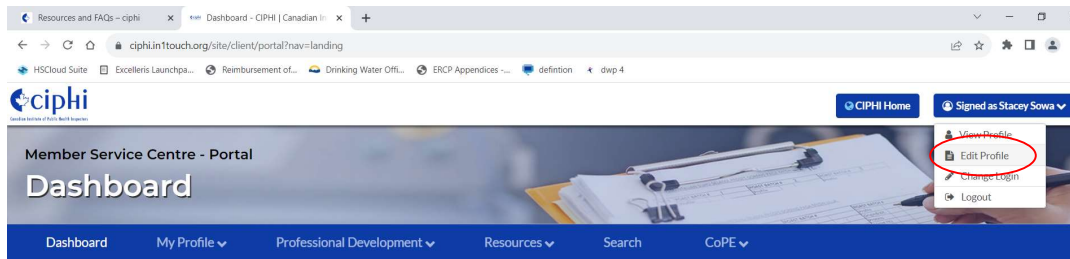
Contact CIPHI office at office@ciphi.ca

Who do I contact if I have questions about my payment and receipt?

Contact CIPHI office at office@ciphi.ca

How to change your password?

Sign into the MSC and click on edit profile



Students/Retiree

Are students required to submit PDH?

No, students are not required to submit PDH, not until they become certified.

Are retired members expected to submit 30 PDHs?

No, retired members are not required to submit hours. If a retired member has returned to the workforce and holds a regular membership, they are required to submit PDHs.

Education

How do I calculate the number of PDH for attending a conference or a workshop?

Only include the actual education hours. Example a typical conference day could be 7 hours. However, do not include the lunch and breaks or social events.

Can you claim PDH for watching a webinar or reading archive material?

Yes, you can read archived materials or watch a webinar even at a later date. Ensure to indicate the date of the original webinar and the date that you viewed it in the description. Also, ensure to add in the description supporting documentation, name of the webinar/archive material, who hosted the webinar etc and provide the link whenever possible. Ensure to provide sufficient details.

What if I listened to a podcast related to Public Health, can I claim that as PDH?

Yes, if it is something that can enhance your professional skills and environmental public health knowledge. Ensure to include sufficient details in the description.

How do I submit PDH for attending a conference and also presenting at the conference?

If you prepared a presentation and it took 4 hours then presented for 1h then you can claim 5h in total under the category of publishing and presenting. As long as it was the first time presenting and the presentation isn't part of your regular work duties. Make sure to add sufficient details in the description such as research dates, the date of presenting and time spent for both research and presenting. Any time spent as a delegate at the conference should be included in a separate entry, under education (make sure to exclude lunch, breaks and social events from hours submitted).

What if my coworkers hosted an air quality training inhouse does that count as education?

Yes, if it is something that can enhance your skills and environmental public health knowledge. Ensure to include sufficient details in the description.

Participation

How do I differentiate between Formal Mentoring and Job Shadowing hours?

The Formal Mentoring category is intended to capture those hours spent participating in a structured mentorship. The best example is being a practicum coordinator/lead mentor for a student who is completing their 12 week practicum under your direct supervision. This involves significant preparation by the mentor, tracking of mentee hours, discussion, evaluation, and assessment of objectives.

The Job Shadowing category is intended to capture those hours spent being shadowed by someone while you conduct inspections or undertake other field work. This individual may be a practicum student or a new colleague being onboarded.

Can I add one entry if I take a student out in the field to job shadow multiple times?

Yes, ensure to provide sufficient details in the description such as date, times, total hours, what did you do and add the student's Initials.

Does the time spent on a hockey board committee count or does the committee have to be Public Health Related?

Committees have to be Public Health related to be included under the category of Service on Committees and Boards and the committee must also draw upon your professional expertise so a hockey committee would not fit there. However, this would count as a contribution to the community which includes any type of service to your community.

Short term CIPHI activities

What category do I add an examiner for a Mock Oral Exam?

Enter all hours spent preparing questions and/or being part of a panel for the Mock Oral Exam under Participation - Other.

What category do I enter under if I was an examiner for the BoC exam (written or oral)?

Enter all hours spent as a BoC examiner under Participation-Service on Committees and Boards- CIPHI Related Committee/Board. Include the date and times of exam sessions, as well as date and time of any pre-exam meetings, preparation, and/or written exam marking. Also include the CIPHI branch that you examined for.

How do I record hours spent promoting the EPHP profession through job or health fairs?

If this is outside your normal job duties, you can claim these hours under Participation - Other.

Publishing & Presenting

Can you include the time to gather research for a presentation?

Yes, as long as it is the first time you are presenting. You can only submit once for the delivery and presentation. So, if you added changes to the presentation or presented more than once then you cannot add those hours. For example, if you developed a presentation in 7 hours, presented it for 1 hour and it was the first time presenting, you may claim 8 hours for that work. However, should you offer the same or slightly different presentation again, those hours could not be included.

Reflective Practice

What can I include in a learning plan or reflective practice entry?

A Learning Plan involves an assessment of one's existing skills and knowledge and an evaluation of what additional educational activities could be undertaken to build their skills and knowledge.

Example might include completing the CIPHI Learning Plan template.

Reflective practice includes taking the time to review and assess your career, your education, an event or situation. Examples might include reflective journaling, writing a narrative of a tough environmental public health situation.

Ensure to include in your entry sufficient details of what your reflective practice was. Note: It is not required to provide a copy of the journal or learning plan.

Reinstatement

How do I submit an application for reinstatement?

Please contact CIPHI office at office@ciphi.ca