

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 – ciphi](#)

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, click on “Signed as YourName” in the top right hand corner and select “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. Do not include lunch, breaks, or social events. For example a typical conference day could run from 9 am - 5 pm but only count for 7 PDHs due to a lunch break. Example details that would be considered sufficient to be assessed by an auditor to include in the "Description" field for a conference:

Description: Three day conference focussed on food safety and climate change. Agenda attached. Various presenters, approximately 6 hours per day for the three days once lunch and breaks were removed.

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

Yes, you can read archived materials or watch a webinar even at a later date. Please include the following details:

- The date of the original webinar and the date that you viewed it in the description
- The description, any supporting documentation, name of the webinar/archive material, who hosted the webinar
- The link whenever possible.

Example details that would be considered sufficient to be assessed by an auditor to include in the "Description" field for a recorded webinar at a later date:

Description: Watched the recording of the webinar that was originally hosted on January 5, 2024 from 1-2pm. The webinar was presented by John Snow from XYZ Health Authority. The webinar provided insights into climate change impacts on food safety. There is no external link available.

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

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

What information should I include when I am submitting for a conference I have attended?

You should provide as much detail as possible including what sessions/presentations you attended and what dates/times you participated in the conference. All information justifying the hours should be clear in your submission. Please include the agenda or web link with the conference agenda to support your submission.

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 1 hour then you can claim 5 hours in total under the category of publishing and presenting. This assumes 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 information is needed when I have participated in self-directed studies?

You must provide adequate information for an Auditor to confirm the activity meets the intent of one or more of the discipline specific competencies. You must include detail on what materials you used during your self-directed learning (e.g. specific journal article titles, book title, web links) and the dates you watched them).

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.

Can I claim PDHs for employer required training such as Code of Conduct or Worksite Emergency Training (e.g. "Code Red")?

No, these courses are not linked to the Discipline Specific Competencies and are considered to be part of your professional practice making them ineligible for submission.

Participation

I see that you have a new change for mentoring, does mentoring include job shadowing?

Yes, the mentoring category is now combined with job shadowing. A maximum of 10 PDH can be submitted for formal mentoring and/or job shadowing (example: Practicum coordination, mentoring a new EPHP, leading job shadowing).

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.

Can I claim the hours spent at a Staff Meeting as PDHs?

Potentially. In general, the overall staff meeting is intended as part of your professional practice and is not eligible. However, some hours may be eligible if the staff meeting includes an education component (i.e. observing a presentation on a new, emerging issue or training on an environmental public health related topic). You must provide adequate details for their eligibility to be assessed, this should include the topic area and time spent on the education component. These hours must be claimed under the "Education" category.

Short term CIPHI activities

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.

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 - Contributions to the Profession.

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 – Contributions to the Profession.

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, it cannot be claimed for PDHs.

Can I claim presenting hours if I am an instructor at a college?

No, if teaching is a part of your job then the hours spent teaching are part of your professional practice rendering them ineligible for submission. If you can adequately qualify specific instances that are outside your regular job duties, the hours may be eligible. An example of this would include the time spent to prepare or to present materials to an audience outside your usual classes that warranted the creation or addition of new content that you were previously unfamiliar.

Can I claim presenting hours twice if I presented at two separate events?

No. You can only submit PDHs for the first instance of presenting. If you are required to substantially change the materials and subsequently present, these hours will be eligible. If this is the case, you must submit adequate information for an auditor to assess the eligibility of the subsequent presentation's eligibility.

Reflection and Wellness

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, or 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.

I see you have a new category called Reflection and Wellness, how do you define Wellness?

Wellness activities are generally activities that strengthen the self, can support working relationships, and one's overall ability to conduct work. Wellness can be different for everyone, it could include sessions on mental health, or mindfulness; or even things like taking a walk, exercising, yoga and more. Attending education on wellness topics should also be included here, unless clearly part of a discipline specific competency.

Reinstatement

How do I submit an application for reinstatement?

Please contact CIPHI office at office@ciphi.ca