

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

Any education that is linked to CIPHI's [Discipline Specific Competencies](#).

- ◆ E.g. conference, webinar, course, self-directed study

Publishing & Presenting

1. Publications
2. Presenting at a conference, course, webinar, or workshop
3. Reviewing/editing an article for publication

Reflection and Wellness

Maximum 5 PDHs total from subcategories:

1. Learning Plan ([template](#))
2. Reflective Practice
3. Mental Health & Wellness
 - ◆ E.g. Mental health related webinar

Participation

Maximum 20 PDHs total from subcategories:

1. Mentoring
 - ◆ Maximum 10 PDHs
 - ◆ E.g. Practicum coordination, mentoring a new EPHP, leading job shadowing
2. Service on Committees and Boards
 - ◆ Maximum 20 PDHs
 - ◆ E.g. CIPHI branch committee member, Health & Safety Committee member, BOC Examiner
3. Contributions to the Profession
 - ◆ Maximum 5 PDHs
 - ◆ E.g. Mock BOC Examiner, career/health fair exhibitor
4. Contributions to 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](#)