

Frequently Asked Questions – Continuing Professional Competencies

1. How many Professional Development Hours (PDH's) are required each year?

80 total PDH's are required (50 on-the job + 30 other activities such as research, courses, conferences, workshops, infoshares, mentoring, etc).

2. Is there a deadline to enter my PDH's every year?

Yes, members must submit hours by December 31 of each calendar year.

3. How long do I need to retain my records?

Member must maintain records for a period of 3 years. You can keep written records, but also you can scan information like attendance information from conferences and workshops and save them in the Member's Service Centre (MSC), www.ciphimember.ca, on your page.

4. **Can part-time employees work enough hours to meet the 50 on-the-job PDH's?** Yes. Full-time EHO's typically work over 2000 hours in a calendar year. For every 15 work hours, one PDH is granted. So, even with 750 hours worked in a year (part-time), the target of 50 PDH on-the-job hours will be met.

5. **Can I maintain enough hours if I work less than part-time?** Yes, there is a way to participate if this circumstance describes you directly. There is a form on the MSC website that allows you to apply for a reduced annual hourly requirement. Applications are considered by the Council of Professional Experience (CoPE) on a case-by-case basis, considering the unique circumstances of each of member.

6. **What if we attend events that have not been granted CPC hours (for example: Alberta Health & Wellness two-day workshop)?** You can submit a request for a CPC for an assessment of any event you attend, or you may simply scan/add the agenda from these events into your MSC CPC tracking page and log the hours you had participated. If more information is needed by CoPE auditors, they will contact you.

7. **How do we record mentoring hours, other non-work-related hours and "what if I lost an agenda"?** Remember that the audit of our hours is not punitive. We rely on members, as professionals, to track their own participation for these kinds of opportunities. While an audit may ask for some verification of each event, it should not be difficult to prove your attendance. Furthermore, it is recommended that as the CPC program moves forward, participation is tracked as you attend each event.

8. **What if I am away from work on leave?** It is recommended to put in a request for a reduction of required hours. The system is very adaptable to the unique needs of the members. CoPE is very open to the needs of the members in these situations. Again, the request form for these circumstances is available on the MSC website.

9. **Do PDH's carry over to future years?** Yes. For this reason, track as many hours as possible each year to build up for future years. Credits will carry over for two years into the future.

10. **What about previous year's activities, such as 2009 non-work-activities?** Activities from 2009 or earlier will not be eligible for 2010.

11. **What if I did not get an email telling me my password for the new MSC?** You can contact head office office@ciphi.ca or CPC representatives at cpcprogram@ciphi.ca.

12. **What are the differences between informal and formal activities?** Generally, anything that you are getting post-secondary credit for (university, college, etc) would be a formal activity. Any workshop, conference, infoshare or similar event that you attended would be classified as an informal activity.

Formal activities tend to accumulate hours quickly. Even for a 1.5 credit course, the length is typically 7 weeks at three hours. This would equal 21 hours.

13. **What if a part of my job is to give presentations?** If you are giving presentations as part of your typical job description (for example: giving food safety training several times in a year) each presentation would not be eligible for individual tracking. Presentations outside of your typical duties and preparation of presentations count toward PDH accumulation.

14. **What about Community involvement and committee work?** Community involvement counts as for PDH accumulation under the 'participation' category. This would include CIPHI volunteering and also activities like mock oral examinations. Committee work is separate from your typical work duty and each hour is eligible for tracking.

We hope you find these resources useful. Should you have any questions, please feel free to contact your local Zone Councilor or any of our Executive Members

