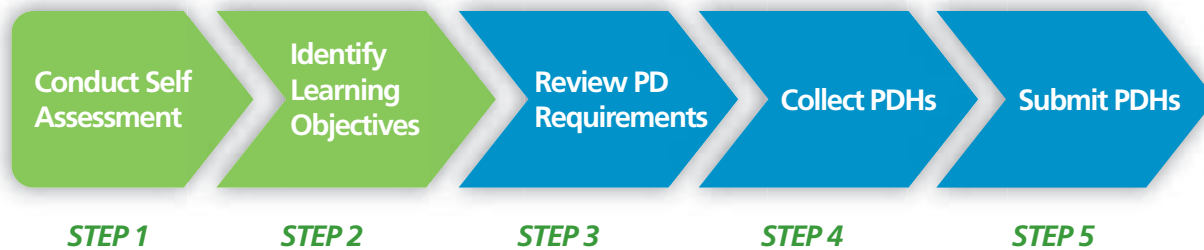


# Professional Development Model





# Professional Development Model



## 1. Overview

As an important part of the Continuing Professional Competencies (CPC) Program, the Professional Development (PD) Model provides a process for monitoring, tracking, and reporting competency and professional development hours (PDHs) and activities for Environmental Public Health Professionals (EHPs). Recognizing the diversity of the Canadian Institute of Public Health Inspectors' (CIPHI) members, the program has been developed to provide flexibility to undertake activities that provide the greatest benefit to individual EHPs in their practice. The concept and structure of the PD Model is based primarily on the "Continuing Professional Development Program" used by the Association of Professional Engineers, Geologists & Geophysicists of Alberta (APEGGA)<sup>8</sup>. Initiatives by the National Environmental Health Association (NEHA) including their Environmental Public Health Performance Standards were also carefully reviewed.<sup>9</sup>

Once EHPs have conducted their annual competency self assessment, as outlined in the blue section of this guide, they are required to:

1. Seek out and participate in a minimum number of recognized CPC activities annually
2. Maintain records of CPC activities showing the completion of the required minimum hours of continuing professional development
3. Declare that they are aware of the program requirements each year when they renew their memberships
4. Report and submit to the Council of Professional Experience (CoPE), PDHs and PD activities in accordance with the requirements outlined PD Model

<sup>8</sup> For more information see the APEGGA website: <http://www.apegga.org/Regulatory/CPD/toc.html>.

<sup>9</sup> For more information see NEHA website: <http://www.neha.org>.

These requirements are explained in detail below.

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**Note:** There are several key forms and documents relating to the PD Model. Only the forms that apply to the majority of CPHI(C) holders are included in the appendices of this document. Forms that are only used in exceptional circumstances can be found on CIPHI's website at [www.ciphi.ca](http://www.ciphi.ca) or obtained by emailing [cpcprogram@ciphi.ca](mailto:cpcprogram@ciphi.ca).

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CIPHI's PD Model has three fundamental elements:

1. Reflective Practice
2. Professional Development Hours
3. Self Reporting

### 1.1 Reflective Practice

One of the goals of the CPC Program is for EPHPs to become increasingly reflective in their practice. The CPC program is designed to encourage EPHPs to critically reflect on their practice and to evaluate their capacity against the discipline specific competencies. The PD Model was also designed to encourage EPHPs to reflect on the learning activities that they take part in. In this way, knowledge developed through learning activities can be used in everyday practice.

A successful plan for continuing professional development should consider scope of practice and duties, current level of knowledge and skills, short-term needs and objectives, and long range plans.

When deciding on the PD activities to engage in during a given year, Certificate in Public Health Inspection (Canada), CPHI(C), holders should select meaningful activities that will benefit their individual practice. They should have a clear purpose and objective that will maintain, improve, or expand the knowledge, skills, and abilities that apply to their chosen field.

Reflection is an effective way to assess educational needs and is a useful problem-solving tool for the profession. To use reflection as part of their professional development, EPHPs should ask themselves key questions after engaging learning activities, such as:

- What happened in that particular situation?
- What was the outcome?
- What was the intended outcome?
- Do I need to do something differently next time?
- Do I have the skills/knowledge/ability to change the outcome?
- What will help me gain the competency to be more effective next time?

Asking these questions after the fact is what CIPHI considers to be “reflection on action.” When reflection is used, the feedback is immediate, enabling training and PD decisions to become meaningful and effective.

Reflecting on questions such as the above will also increase the growth of a practitioner. Once completed, EPHPs can see what the deficiency was (if any), how it affected their practice, what steps were taken to correct it, and how it impacted future practice. CIPHI recommends that CPHI(C) holders record reflective comments on learning and other activities as part of their annual competency self assessment.

## 1.2 Professional Development Hours

PDHs are a key element of CIPHI’s PD Model. To support EPHPs in gaining and maintaining the skills, knowledge, and abilities essential to the profession, CPHI(C) holders will be required to collect and submit PDHs each year starting in 2010.

PDHs include hours worked in the profession (on the job hours) and a combination of other activities such as participating in research activities and attending courses and/or conferences. EPHPs can also obtain PDHs for completing their annual competencies self assessment.<sup>10</sup> Each CPHI(C) holder is required to collect 80 PDHs annually. For a detailed breakdown of the hours required, the eligible categories, and the submission process for PDHs, please refer to Section 4 below.

The minimum PD requirements may not be adequate to maintain or increase competence for all EPHPs; it is the responsibility of individual EPHPs to assess their needs and to plan appropriately.

## 1.3 Self Reporting

Presently, participation in the CPC Program is only mandatory for Regular members. The long-term goal is that all CPHI(C) holders must be members in order to maintain their credential, and consequently, must participate in the CPC Program.

**CPC Requirements:** To meet the requirements of the CPC Program, EPHPs will have to:

- Maintain a written record of CPC activities
- Report CPC hours annually by December 31<sup>st</sup>

**Recording Activities:** PDHs shall be submitted by December 31<sup>st</sup> of each year using a *Detailed Activity Record* form. A sample of the form is included in Appendix G for your reference. A user-friendly MS Word version of the *Detailed Activity Record* form can be found on CIPHI’s website. This MS Word version will be replaced by an online tool in mid 2010. You can use the MS Word version to keep track of your activities until the online version is ready. You can then transfer your PDHs into the online version for submission by December 31<sup>st</sup>, 2010.

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<sup>10</sup>For more information on the self assessment, please refer to the Discipline Specific Competencies (blue) section of this guide.

CIPHI will remind members about the recording requirements before December 31<sup>st</sup> each year.

The *Detailed Activity Record* submission shall include the following information for each membership year:

- The date(s) each the activity occurred
- A description/title of each activity
- The organizer/provider of each activity (if applicable)
- The PD category in which each activity belongs
- The number of PDHs claimed for each activity

Members must retain records of all PD activities (e.g. course and conference receipts) for at least three years.

## 2. The Council of Professional Experience

The Council of Professional Experience (CoPE) is the body that administers, monitors, regulates, and evolves the CPC Program, including the PD Model. Its role is to foster accountability in EPHPs. CoPE shall:

- Provide the structure and leadership for the CPC Program and system
- Set criteria for professional development and maintenance of discipline specific competencies
- Maintain records of all holders of the CPHI(C) credential
- Establish and manage minimum standards of re-admission into field of practice
- Establish and manage standards for retired, on-leave, and non-practicing CPHI(C) holders to maintain their credentials
- Review the conduct of individual CPHI(C) holders to maintain their credentials, where necessary
- Innovate new frameworks, ideas, and initiatives
- Determine which courses/activities are deemed appropriate for claiming PDHs

An Interim CoPE is currently in place with volunteers from across the country. A permanent CoPE will be nominated and established in early 2010. The permanent CoPE will consist of up to 15 members from across the country. These members will take office upon ratification of their appointment by the National Executive Council (NEC) for a three-year term, with the option to be reappointed for an additional three-year term. CoPE will be governed in accordance with the *Regulations Governing the Council of Professional Experience* document and will have an elected chair, regular meetings, and administrative policies.

The graphic below shows CoPE's relation to the NEC and Board of Certification (BOC).



### 3. Verifying Professional Development Activities

CoPE has created an auditing process to guide the ongoing review of the PD Model and the evaluation of the effectiveness of the CPC Program.

#### 3.1 Auditing Overview

The purpose of the auditing process is to monitor and improve the PD framework, check whether members are actively meeting PD commitments, and ensure that the CPC Program is meeting its objectives. Through the auditing process, CoPE will monitor the submission of PDHs for timeliness and eligibility.

The goals of the auditing process include:

- To accurately assess, evaluate, and improve the system under review
- To report results in a timely, clear, and transparent manner
- To gain compliance with the CPC Program goals and support the professional development of CIPHI's members

Auditing principles include:

- To investigate in a systematic manner
- To conduct regular reviews of the effectiveness of the audit process and re-adjust based on needs
- To communicate with audited members in a timely and clear manner

The privacy of the auditee will be maintained at all times through:

- A commitment to confidentiality by all persons who collect and/or access the member's personal data
- A defined process for data collection
- A commitment to only collecting data that is essential to the process



## 3.2 Selection

All members shall complete their PDHs as outlined in the *Self Reporting* section of this document. The deadline for submitting PDHs is December 31<sup>st</sup> of each year.

Audits will occur on an annual basis following the deadline for PDH submissions. Audits will be conducted on 5% of the regular membership.

Auditees will be randomly selected. Once members have been audited, they will not be subject to an audit for the next one to three years. Members who have failed an audit and did not meet the remediation requirements are subject to follow up monitoring.

## 3.3 Notice of Audit

Auditees will receive a *Notice of Audit* letter which will indicate the audit period, submission deadline, and required documentation along with a self-addressed return envelope. Auditees will be asked to submit documentation to verify their PD activities such as certificates of course attendance, course descriptions, and conference receipts.

## 3.4 Auditing Response

Once the auditee has submitted the required documentation, the audit will be performed by CoPE members who do not have a conflict of interest with the auditee. If asked to audit a file for someone they know (e.g. friend, co-worker, or someone they had a dispute with), the auditors shall report the situation to CoPE and another auditor will be assigned.

Audit results will be promptly communicated to participants via a *Notice of Results* letter. The letter will communicate:

1. Whether any deficiencies were identified
2. How to address the deficiencies, including information on the appeal process
3. A deadline for response/remediation
4. Consequences of not responding

## 3.5 Auditing Results

For each auditee, CoPE will record and file the following information:

1. Claim details
2. Audit results
3. Remedial actions required and completed
4. Communication

Auditing statistics will be reported to the NEC.



## 3.6 Non-Compliance

In cases of non-compliance, auditees will be given up to two written reminders to submit their documentation, after which their file will be forwarded to the NEC with recommendations for follow up from CoPE. Audits that result in non-compliance will be cross-checked by a second auditor. Non-compliance will be communicated to auditees along with suggested remedial action. CoPE and CIPHI will work with auditees to achieve compliance with the CPC Program requirements.

There will be an opportunity for auditees to make an appeal.

The NEC shall make all final decisions regarding discipline for non-compliance.

## 4. Minimum Requirements

### 4.1 Numerical and Diversity Requirements

A credible program defines minimum levels of effort. As mentioned earlier, CIPHI's CPC Program measures learning and development through PDHs. A summary of the PD requirements is included in the table in Section 6 below.

CIPHI's PD Model allows flexibility by including various PD categories, the period over which the minimums must be attained, and the carry-forward provisions. EPHPs shall:

- Maintain a total of at least 80 PDHs over one year
- Obtain 50 of the 80 PDHs from the Professional Practice category
- Obtain 30 of the 80 PDHs from the remaining five categories
- Not claim more than the maximum PDHs allowed annually in each category

### 4.2 Categories

The following six categories are areas in which EPHPs may earn credits for professional development:

1. Professional Practice
2. Formal Activity
3. Informal Activity
4. Participation
5. Presentations
6. Contributions to Knowledge and Reflective Practice

## Category 1 – Professional Practice

Active professional practice is a significant factor in maintaining and improving skills, either where an EPHP is actually practicing according to the legal definition<sup>11</sup> or “influencing” the practice of the profession. “Influencing” means having some effect on how the profession is practiced without necessarily performing technical work.

*Please note that 15 hours of work equals one PDH.*

*A maximum of 50 PDHs per year may be claimed in this category.*

## Category 2 – Formal Activity

EPHPs should strive to include formal activities in their continuing PD program. Formal activities often include academic credit, and in some cases, an evaluation process. Where there is no evaluation, credit may be claimed in this category for activities that are over half a day in length. Examples of formal activities include:

- PD programs, courses, and seminars
- Courses offered by universities, technical institutes, colleges, suppliers, employers, or technical societies
- Courses offered through traditional classroom settings, correspondence, video, or online.

*One hour of course attendance equals one PDH.*

*One Continuing Education Unit (CEU; for courses offering CEUs) is equivalent to 10 PDHs.*

*A maximum of 30 PDHs per year may be claimed in this category.*

Please note that CIPHI is currently working on a depot/listing of courses that can be used for PDHs.

## Category 3 – Informal Activity

Informal activities are usually shorter in duration and do not involve any evaluation, but nevertheless expand knowledge, skills, and judgment. They include:

- Self-directed study
- Attendance at conferences and industry trade shows

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<sup>11</sup>Definitions of “Practice”: For the purposes of CoPE, the practice of environmental public health work shall include those persons, having their CPHI(C) or CSI(C), who are involved in teaching, consulting, or administering in the field of environmental public health and/or working in health agencies. This shall include, but not be limited to, those persons in the following specific positions: Public Health Inspector; Environmental Health Officer; Community Care Licensing Officer; Instructor in Environmental Health; Senior Environmental Health Inspector; Senior Public Health Inspector; Assistant, Chief Public Health Inspector; Chief Environmental Health Officer; Consultant, Community Care Licensing Branch; Program Manager; Environmental Health Protection Service; Director, Community Care Facilities Licensing; Director, Public Health Protection Branch; Director of Environmental Health; Regional Manager, Public Service Health; and Executive Director, Environmental Health Protection Service. **A person employed in a non-aligned field such as a Quality Control/Quality Assurance position, or non-health protection type organization, shall be referred to CoPE for a review on a case-specific basis.**

- Seminars, technical presentations, talks, and workshops (if half a day or less)
- Attendance at meetings of technical, professional, or managerial associations or societies
- Structured discussion of technical or professional issues with one's peers

*One hour of informal activity equals one PDH.*

*A maximum of 30 PDHs per year may be claimed in this category.*

#### **Category 4 – Participation**

Activities that promote peer interaction and provide exposure to new ideas and technologies enhance the profession and serve the public's interest. These activities include:

- Appointments as a mentor to a student practicum, less experienced professional member, or technologist
- Services on public bodies that draw on professional expertise (e.g. planning boards and environmental boards)
- Services on development appeal boards, investigative commissions, review panels, or community building committees
- Services on standing or ad-hoc committees of a technical or professional nature, or managerial associations and societies
- Contributions to the community which require professional and ethical behaviour, but not necessarily the application of technical knowledge, including active services for charitable, community, religious, or service organizations; coaching league sports teams; or elected public service on municipal, provincial, or federal levels or school boards

*One hour of participation activity equals one PDH.*

*A maximum of 20 PDHs per year may be claimed in this category with no more than 10 of those PDHs coming from the last bullet above (community service).*

#### **Category 5 – Presentations**

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

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

*Multiple deliveries of the same presentation count for only one presentation.*

*One hour of preparation and delivery earns one PDH.*

*A maximum of 20 PDHs per year may be claimed in this category.*

## Category 6 – Contributions to Knowledge and Reflective Practice

Activities which expand or develop the technical knowledge base and reflective practice activities are recognized. Contributions may include:

- Development of published codes and standards – *One hour of committee work equals one PDH*
- Publication of papers in a peer-reviewed technical journal – *Each paper published equals 15 PDHs*
- A thesis at the Masters or Ph.D. level, on a one time basis, upon successful defense and approval – *Each thesis equals 30 PDHs*
- Publication of a book – *Each book equals 60 PDHs, claimed over two years*
- Publication of articles in non-reviewed journals or an internal company report – *Each article equals 10 PDHs for a maximum of 10 PDHs per year*
- Formal peer review of articles for publication – *One hour of review equals one PDH for a maximum of 10 PDHs per year*
- Edit of papers for publication – *One hour of editing equals one PDH*
- Reflective practice in the form of completing the competencies self assessment tool as described in the Discipline Specific Competencies (blue) section of this guide – *5 PDHs per year for completing the self assessment.*

*A maximum of 30 PDHs per year may be claimed in the Contributions to Knowledge and Reflective Practice category, bearing in mind the limits indicated above.*

## 5. Other Professional Development Activities

The discipline specific competencies as outlined in the blue section of this guide will evolve over time and EPHPs may come across PD opportunities that do not fit the criteria currently established. CIPHI members will be able to apply and submit such exceptions using the *Application for Approval of Professional Development Hours* form that is available in Appendix H or on CIPHI's website.

Once the form has been submitted, a CoPE sub-committee will review the application. If the application is accepted, the development opportunity will be added to the existing database. If the application is rejected, an explanation for rejection will be sent to the member. A partial rejection may also occur. This may happen when the development opportunity is accepted, but the number of hours the member is requesting is not accepted. An appeal process will be made available, and at that time members of CoPE will review the application and make a final decision that will be binding and cannot be appealed.

The *Application for Approval of Professional Development Hours* form shall be filled out and sent to CIPHI, where it will then be forwarded to the appropriate CoPE members for review. The completion of the review process may take up to 90 days upon receipt.

## 6. Professional Development Model Summary

The table below provides a synopsis of the six PD categories, along with the point scheme for each.

Category	Professional Development Hours	Max/year
<i>Professional Practice:</i>		
<b>1) PROFESSIONAL PRACTICE</b>	15 hours = 1PDH	<b>50 PDHs max.</b>
<i>Other Activities:</i>		
<b>2) FORMAL ACTIVITY</b>	1 hour = 1 PDH 1 CEU = 10 PDHs	30 PDHs max.
<b>3) INFORMAL ACTIVITY</b>	1 hour = 1 PDH	30 PDHs max.
<b>4) PARTICIPATION</b>	1 hour = 1 PDH	20 PDHs max.
<b>5) PRESENTATIONS</b>	1 hour = 1 PDH	20 PDHs max.
<b>6) CONTRIBUTIONS TO KNOWLEDGE AND REFLECTIVE PRACTICE</b>	Develop published codes and standards: 1 hour = 1 PDH	30 PDHs max.
	Publish paper in a peer-reviewed technical journal: Each paper = 15 PDHs	
	Successful defense of an approved thesis: Each Thesis = 30 PDHs	
	Publication of a book: Each book = 60 PDHs claimed over two years	
	Publish article in a non-reviewed journal or internal report or newsletter: Each article = 10 PDHs (Maximum is 10 PDHs/year)	
	Review of articles for publication: 1 hour = 1 PDH (Maximum is 10 PDHs/year)	
	Edit papers for publication: 1 hour = 1 PDH	
	Reflective practice in the form of completing the competency self assessment tool Self assessment = 5 PDHs per year	
<i>Other Activities Subtotal</i>		<b>30 PDHs max.</b>
<b>TOTAL</b>		<b>80 PDHs</b>

## 7. Carry-Over of Professional Development Hours

If EPHPs have earned PDHs in excess of the annual maximum that they can claim in any category, they may carry those forward for up to two years from the date of completing the activity and claim those on a subsequent *Detailed Activity Record*. It is EPHPs' responsibility to track carry-overs and claim them as appropriate.

Carry-overs may enable EPHPs to continue to meet the program requirements in events such as unemployment or leaves of absence.

## 8. Part Time Employment or Unemployment

If EPHPs do not practice full time, they might not be able to meet the requirements of the CPC Program as readily as those who are practicing full time. Such individuals can submit a request to CoPE for special consideration to have their PDH requirements reduced by obtaining and completing a *Request for Special Consideration to Reduce Professional Development Requirements* form available on CIPHI's website.

Recognizing that circumstances such as unemployment and illness cannot be anticipated, the request would normally accompany EPHPs' annual membership application. Individuals' circumstances will influence what their program requirements will be and if granted reduced PDHs, EPHPs will generally be expected to accumulate at least 30 PDHs per year. Upon return to full time professional practice, they shall comply with the full requirements of the program.

If unemployed, EPHPs are expected to meet all of the program requirements unless they have filed a *Non-Practicing Declaration* with CoPE available on CIPHI's website. If resuming to active practice, please refer to Section 11. Alternatively, EPHPs may submit a request to CoPE to have their PDH requirements reduced in order to continue to practice in some capacity.

## 9. Application

The program applies to all holders of the CPHI(C). It does not apply to students. The requirement to engage in PD activities begins on the date of EPHPs' CPHI(C) certification.

## 10. Exemption from the Program

### 10.1 Leaves of Absence

Persons on leave (e.g. parental) will be permitted to bank a maximum of 150 PDHs completed during the previous year of practice. This permits CPHI(C) holders to carry over up to 50 PDHs per year for leaves up to three years. Leaves may be granted for a maximum of three years. *Non-Practicing Declarations* must

be completed and filed with CoPE indicating EPHPs' intention to suspend active practice. A *Request for Special Consideration to Reduce Professional Development Requirements*, available on CIPHI's website, shall also be filed with CoPE. Members may continue to use the CPHI(C) designation as appropriate while on leave.

## 10.2 Retirement

Upon retirement, CPHI(C) holders shall notify CoPE of their change in practice status, with a *Non-Practicing Declaration*. Upon such notification, CPHI(C) holders are awarded for life on an honorary basis. Retirees' designations will not have any special rights or privileges other than as symbolic testimonies of their careers and commitment to the field of environmental public health. Retirees would only be required to maintain their credentials and report their PD activities if they resume active practice.

Retirees wishing to maintain their credentials are given professional practice credits for the last two years of service up to a maximum of 250 PDHs. This enables retirees to bank the equivalent of five years of practice credits before having to re-enter the field to earn additional practice credits. This is based on the assumption that retired professionals who intend to re-enter the field will do so within five years of retirement. Beyond five years, CoPE will assess the status of retirees, with the possibility of requiring retirees to comply with certain conditions that it might set. If retirees wish to re-enter the field, a *Resumption of Practice* application, available on CIPHI's website, shall be submitted to CoPE.

## 11. Resuming Active Practice

If EPHPs file a *Non-Practicing Declaration* and then intend to resume practicing, they shall immediately notify CoPE in writing, and request a *Resumption of Practice* application. On considering the application, CoPE may require EPHPs to comply with certain conditions prior to resuming practice. These conditions may depend on how long the applicant has been non-practicing (e.g. less than one year, one to five years, or greater than five years). Once CoPE's permission to resume active practice is received, EPHPs shall engage in PD activities beginning on their resumption date and resume the payment of annual dues.

## 12. Role of the Employer

CIPHI encourages employers to support the continuing professional development efforts of their member employees. EPHPs are encouraged to discuss PD objectives with their employers or mentors. Through discussion, EPHPs and their employers can decide on appropriate PD activities and determine the type and level of employer support required.



Among other things, employer support can include:

- Provision of learning opportunities
- Assistance in developing job expectations and responsibilities
- Periodic review of EPHPs' performance and progress
- Implementation of performance management systems
- Provision of financial support of activities
- Provision of time to participate in activities and reflect on them once completed

The responsibility for continuing professional development and maintaining competency ultimately rests with EPHPs.

### 13. Consequences of Non-Compliance

Failure to produce the detailed record of activities may result in EPHPs being struck from the membership register and their membership certificate being revoked. Similarly, if EPHPs do not comply with the program requirements, CoPE may conduct a review of EPHPs' practice and determine the consequences of non-compliance depending on the specific circumstances involved.

### 14. Further Information

To ask specific questions about the CPC Program, please contact the following:

Council of Professional Experience (CoPE)  
Canadian Institute of Public Health Inspectors  
720 - 999 W Broadway  
Vancouver BC V5Z 1K5  
Toll-free phone: (888)245-8180  
Fax: (604)738-4080  
[cpcprogram@ciphi.ca](mailto:cpcprogram@ciphi.ca)  
You can also visit our web site at [www.ciphi.ca](http://www.ciphi.ca)