

**Professional Development (PD) /Continuing Education Categories,
Permitted Number of Hours & Approved Documentation**

Activity	Hours of Professional Development (PD Hours)	Maximum Hours For Each Activity During Initial Application and Each Subsequent 3 Year Renewal Cycle	Documentation Required (Note: only the types of documentation listed under each Activity Category are acceptable)
Attend/present at conferences, workshops, or webinars specific to Safe Patient Handling (topics may be specific to any of the elements listed among the skill set (core competencies) for CSPHPs – see below for a copy of this skill list)	Attendee: 1 Hour of Professional Development per hour of attendance Presenter: 1 Hour of Professional Development for the time to present each unique presentation Note: does not include preparation / writing)	Unlimited	Attendee: Certificate of Attendance issued by the sponsoring organization with the date, topic and number of Hours clearly listed. Presenter: Certificate, signed letter or official agenda from the sponsoring organization clearly documenting your name, presentation, the date and the number of Hours.
Attend/present at conferences, workshops, or webinars on topics supporting your role in the SPH program, but not specific to SPH	Attendee: 1 Hour of Professional Development per hour of attendance Presenter: 1 Hour of Professional Development per length of time for each unique presentation	Unlimited	Documentation as listed above for Attendee or Presenter <i>and</i> A one paragraph explanation written by you explaining how you used this information to benefit the SPH program at your facility.
Attend or provide Safe Patient Handling equipment or education in-service presentations	1 Hour of Professional Development for each unique hour of equipment in-service content per year (for example: providing or attending the same 1-hour class 16 times counts as 1 Hour, not 16).	9 for CSPHA 9 for CSPHP	Attendance Sheet with your name listed as an Instructor, the date, SPH equipment or education topic and the duration of the training.
<i>Complete & Pass</i> courses/classes at accredited schools of higher learning	1 Hour of Professional Development for each credit given for the course	9 for CSPHA 9 for CSPHP	Transcript indicating date of course, satisfactory completion, title of course and credits received. (An “Unofficial” transcript is acceptable).
Self-directed learning. Read articles, chapters, or books. View videos. Topics must be specific to SPH.	1 Hour of Professional Development per hour of self-directed learning. Time spent writing the summary and review do not count towards the contact hours	3 for CSPHA 9 for CSPHP	Submit an affidavit of the hours spent in self-directed learning. Write a summary and critical review of the material for the ASPHP website. These reviews should be at least 350 words for each article/chapter/book or video.

Publish an article for a journal or a book chapter, specifically relating to Safe Patient Handling. (Work-related publications are not included in this category).	One Hour of Professional Development per book chapter or article in a non-peer reviewed publication. Two Hours of Professional Development per article published in a peer-reviewed journal	3 for CSPHA 9 for CSPHP	Copy of published article. Must exceed 1000 words. If there are more than 2 authors listed for the article, include an affidavit that your contribution was at least 50% of the writing effort.
Write and submit an exam question that is accepted by the Exam Committee of the Certification Program	1 Hour of Professional Development per approved/accepted question	Remove: (July 1, 2012-July 1, 2013: 6 for CSPHA 12 for CSPHP July 2, 2013 forward) 3 for CSPHA 6 for CSPHP	Acknowledgement issued by Exam Committee Chair and recorded by ASPHP.
Serve as an ASPHP committee member and complete committee work	1 Hour of Professional Development per committee per year	2 Hours per year; for a total 6 Hours per renewal cycle	Certificate issued by Certification Committee Chair.