

## Professional Development (PD) 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<br><br>(Note: only the types of documentation listed under each Activity Category are acceptable)   |
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| 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<br><br>Presenter: 1 Hour of Professional Development for the time to present each unique presentation<br>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.<br><br>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<br><br>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><br>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<br>9 for CSPHC<br>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 &amp; 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<br>9 for CSPHC<br>9 for CSPHP   | Transcript indicating date of course, satisfactory completion, title of course and credits received.<br><i>(An "Unofficial" transcript is acceptable).</i>   |
| 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<br>6 for CSPHC<br>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.  |

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| <p>Publish an article for a journal or a book chapter, specifically relating to Safe Patient Handling.</p> <p>(Note: Work-related publications are not included in this category).</p> | <p>One Hour of Professional Development per book chapter or article in a non-peer reviewed publication.</p> <p>Two Hours of Professional Development per article published in a peer-reviewed journal</p> | <p>3 for CSPHA<br/>6 for CSPHC<br/>9 for CSPHP</p>                 | <p>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.</p> |
| <p>Write and submit an exam question that is accepted by the Exam Committee of the Certification Program</p>   | <p>1 Hour of Professional Development per approved/accepted question</p>  | <p>3 for CSPHA<br/>6 for CSPHC<br/>6 for CSPHP</p>                 | <p>Acknowledgement issued by Exam Committee Chair and recorded by ASPHP.</p>   |
| <p>Serve as an ASPHP committee member and complete committee work</p>  | <p>1 Hour of Professional Development per committee per year</p>  | <p>2 Hours per year;<br/>for a total 6 Hours per renewal cycle</p> | <p>Certificate issued by Certification Committee Chair.</p>  |

Revised July, 2017