

Professional Development (PD) Categories: Permitted Number of Hours and Approved Documentation

Activity	Hours of Professional Development (PD Hours)	Maximum Hours for Each Activity During Initial Application <u>and</u> Each Subsequent 3-Year Renewal Cycle	Documentation Required (Note: Only the documentation types listed below will be accepted)
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 (Nine Core Competencies)—see website for a copy of this skill list.	<i>Attendee:</i> 1 Hour of Professional Development per hour of attendance <i>Presenter:</i> 1 Hour of Professional Development per length of time for each unique presentation (Note: This does not include preparation/writing.)	Unlimited	<i>Attendee:</i> Certificate of Attendance issued by the sponsoring organization with the attendee name, the date, topic and number of hours clearly listed. <i>Presenter:</i> Certificate, signed letter or official agenda from the sponsoring organization clearly documenting your name, presentation topic, the date and number of hours (or start/end time).
Attend/present at conferences, workshops or webinars on topics supporting your role in the SPH program, but not specific to SPHM.	<i>Attendee:</i> 1 Hour of Professional Development per hour of attendance <i>Presenter:</i> 1 Hour of Professional Development per length of time for each unique presentation (Note: This does not include preparation/writing)	Unlimited	Documentation as listed above for Attendee or Presenter <u>and</u> Provide 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 & Mobility equipment in-services or educational presentations.	1 Hour of Professional Development for each unique hour of equipment in-service content per year (For example: Attending <u>or</u> providing the same 1-hour class 16 times counts as only 1 Hour, not 16.)	9 for CSPHA 9 for CSPHC 9 for CSPHP	Attendance Sheet with your name listed as an Instructor, the date, SPHM equipment or education topic and the duration of the training.
Complete and pass courses at accredited schools of higher learning.	1 Hour of Professional Development for each credit given for the course	9 for CSPHA 9 for CSPHC 9 for CSPHP	Transcript indicating date of course, satisfactory completion, title of course and number of credits received. (An “Unofficial” transcript is acceptable)
Self-directed learning: Read articles, chapters, or books; view videos. Topics must be specific to SPHM.	1 Hour of Professional Development per hour of self-directed learning (Note: Time spent writing the summary and review do not count towards the PD hours)	3 for CSPHA 6 for CSPHC 9 for CSPHP	Submit an affidavit of the hours spent on self-directed learning. <u>and</u> Write a summary and critical review of the material for the ASPHP website. These reviews should be <i>at least</i> 350 words for each article/chapter/book or video.

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Complete a Certificate Program or an Online Education course (SPHM and SPHM-related topics).	1 Hour of Professional Development per hour of attendance	3 for CSPHA 6 for CSPHC 9 for CSPHP	Certificate of Attendance or Transcript issued by the sponsoring organization with attendee name, the date, course title/topic and number of hours clearly listed.
Publish a book chapter or an article, or have an article accepted for publication specifically relating to Safe Patient Handling & Mobility. (Note: Work-related publications are not included in this category).	1 Hour of Professional Development per book chapter or article (published or accepted for publication) in a non-peer reviewed publication 2 Hours of Professional Development per article published in a peer-reviewed journal	3 for CSPHA 6 for CSPHC 9 for CSPHP	Copy of book chapter or article (published or accepted for publication). <i>Must exceed 1000 words.</i> 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	3 for CSPHA 6 for CSPHC 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 of 6 Hours per renewal cycle	Certificate issued by Committee Chair.