

**\*A Note to All Clinician and Professional Applicants/Certificants:** At least 25% of the total number of PD hours required must be acquired from external sources (not affiliated with your employer).

- CSPHCs – 4 PD hours externally at time of application/6 PD hours externally at time of renewal
- CSPHPs – 9 PD hours externally at time of application and renewal

## Professional Development Activities

| ID #                       | Activity   | PDH Value<br>(PDH = Professional Development Hour) | Max PDH per Initial Application and 3-Year Cycle | Verification Documentation   |
|----------------------------|--|--|--|--|
| <b>CONFERENCES/COURSES</b> |  |  |  |  |
| 1                          | Attend professional conferences, workshops, seminars or webinars specific to Safe Patient Handling. Topics may be specific to any of the elements listed among the Nine Core Competencies; please refer to the <i>Certification Handbook</i> for more information.   | 1 Hour = 1 PDH                                     | Unlimited  | A signed letter or certificate of attendance issued by the sponsoring organization verifying dates, event title, attendee name, and contact hours/CEUs.<br><i>*Please Note: Sign-in sheets will not be accepted as sole proof of attendance.</i>   |
| 2                          | Attend professional conferences, workshops, seminars or webinars on topics supporting your role in the SPHM program.   | 1 Hour = 1 PDH                                     | Unlimited  | Write a one paragraph explanation explaining how you used this information to benefit the SPHM program at your facility.<br><b>AND</b><br>A signed letter or certificate of attendance issued by the sponsoring organization verifying dates, event title, attendee name, and contact hours/CEUs.<br><i>*Please Note: Sign-in sheets will not be accepted as sole proof of attendance.</i> |
| 3                          | Attend Safe Patient Handling and Mobility equipment in-services.<br><i>*Please Note: The same in-service may be claimed <b>only once</b> for PDH.</i>  | 1 Hour = 1 PDH                                     | 3 for CSPHA<br>9 for CSPHC*<br>9 for CSPHP*      | A signed letter or certificate of attendance issued by the sponsoring organization/employer verifying dates, event title, attendee name, and duration of in-service (start/end time).<br><i>*Please Note: Sign-in sheets will not be accepted as sole proof of attendance.</i>   |
| 4                          | Attend employer-provided workplace continuing education. Topic must be relatable to SPHM.<br><i>*Please Note: The same in-service may be claimed <b>only once</b> for PDH.</i>   | 1 Hour = 1 PDH                                     | 3 for CSPHA<br>9 for CSPHC*<br>9 for CSPHP*      | A signed letter or certificate of attendance issued by the employer verifying dates, event title, attendee name, and contact hours/CEUs. <i>*Please Note: Sign-in sheets will not be accepted as sole proof of attendance.</i>   |
| 5                          | Successfully complete education (e.g. certificate programs, online courses, workshops) with an assessment component at the end of the program (e.g. scored test, paper, project). Topics must be specific to SPHM or SPHM-related.<br><br>Examples of providers include: AOTA, APTA, ANA, AMA, and IACET-authorized providers. | 1 Hour = 1 PDH                                     | 3 for CSPHA<br>6 for CSPHC<br>9 for CSPHP        | A signed letter or certificate of attendance issued by the education provider verifying dates, event title, attendee name, and the successful completion of the program.   |

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| 6                           | Successfully complete and pass academic coursework at accredited schools of higher learning. Course must be relatable to SPHM.  | 1 Credit = 1 PDH                                   | 9 for CSPHA<br>9 for CSPHC<br>9 for CSPHP        | A transcript indicating date of course, satisfactory completion, title of course and number of credits received.<br><i>*Please Note: We will accept an unofficial transcript if you are unable to obtain an official transcript with a registrar's seal.</i>  |
| <b>INDEPENDENT LEARNING</b> |   |  |  |   |
| 7                           | Read a peer-reviewed, practice-related professional journal article and/or textbook chapter, and write a report describing the implications for improving skills in one's specific role. Topics may be specific to any of the elements listed among the Nine Core Competencies; please refer to the <i>Certification Handbook</i> for more information.   | 2 articles or 2 chapters = 1 PDH                   | 3 for CSPHA<br>6 for CSPHC<br>9 for CSPHP        | Submit an affidavit of the hours spent on independent learning.<br><b>AND</b><br>Write an annotated bibliography and a report with analysis of how the article(s)/textbook have assisted with improving skills in one's role. The <i>Self-Directed Learning Form</i> is available at <a href="http://www.asphp.org/certification">www.asphp.org/certification</a> . |
| <b>PRESENTING</b>           |   |  |  |   |
| 8                           | Serve as the primary or co-presenter at professional conferences (state, national or international), workshops, seminars or webinars specific to Safe Patient Handling. Topics may be specific to any of the elements listed among the Nine Core Competencies; refer to the <i>Certification Handbook</i> for more info.<br><i>*Please Note: The same presentation may be claimed <b>only once</b> for PDH.</i> | 1 Hour = 1 PDH                                     | Unlimited  | A signed letter or official program listing from the sponsoring organization verifying dates, presentation title, your name as the presenter, and length of your presentation (start/end time).   |
| 9                           | Serve as the primary or co-presenter at professional conferences (state, national or international), workshops, seminars or webinars on topics regarding your facility's SPHM program.<br><i>*Please Note: The same presentation may be claimed <b>only once</b> for PDH.</i>   | 1 Hour = 1 PDH                                     | Unlimited  | Write a one paragraph explanation on how your facility benefitted from an SPHM program.<br><b>AND</b><br>A signed letter or official program listing from the sponsoring organization verifying dates, presentation title, your name as the presenter, and length of your presentation.   |
| 10                          | Present at Safe Patient Handling and Mobility equipment in-services.<br><i>*Please Note: The same presentation may be claimed <b>only once</b> for PDH.</i>   | 1 Hour = 1 PDH                                     | 3 for CSPHA<br>9 for CSPHC*<br>9 for CSPHP*      | A signed letter issued by the sponsoring organization/employer verifying you as a presenter, dates, event title and duration of in-service (start/end time).<br><i>*Please Note: Sign-in sheets will not be accepted as sole proof of attendance.</i>   |
| 11                          | Serve as the primary or co-presenter of a poster presentation at professional conferences (state, national or international), workshops or seminars. Topic must be relatable to SPHM.<br><i>*Please Note: The same presentation may be claimed <b>only once</b> for PDH.</i>  | 1 Poster = 1 PDH                                   | Unlimited  | A signed letter or official program listing from the sponsoring organization verifying dates, presentation title, your name as the presenter, and length of your presentation (start/end time).   |

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|-----------------------------|---|--|--|--|
| 12                          | Serve as the primary or co-presenter for a local organization/group/association on a SPHM practice-related area.<br><i>*Please Note: The same presentation may be claimed <b>only once</b> for PDH.</i> | 1 Hour = 1 PDH                                     | Unlimited  | A signed letter or official program listing from the sponsoring organization verifying dates, presentation title, your name as the presenter, and length of your presentation (start/end time).  |
| <b>PROFESSIONAL SERVICE</b> |   |  |  |  |
| 13                          | Peer review of an SPHM practice-related research article or textbook.   | 1 Article = 1 PDH                                  | Unlimited  | A signed letter from the publishing organization verifying your role as a <i>Peer Reviewer</i> .   |
| 14                          | Write and submit an exam question that is accepted by the ASPHP's Examination Committee.<br><i>*Please Note: Only questions that are accepted and approved will receive credit.</i>                     | 1 Question = 1 PDH                                 | 3 for CSPHA<br>6 for CSPHC<br>6 for CSPHP        | Acknowledgement letter issued by the ASPHP's Examination Committee Chair and recorded by the ASPHP.  |
| 15                          | Serve as an active ASPHP committee member and participate in committee work.  | 1 Committee = 1 PDH                                | 2 per year/6 per renewal cycle                   | Certificate issued by the ASPHP's committee Chair.   |
| <b>PUBLISHING</b>           |   |  |  |  |
| 16                          | Primary or co-author of an SPHM practice-related article in a professional peer-reviewed publication.   | 1 Article = 2 PDH                                  | 3 for CSPHA<br>6 for CSPHC<br>9 for CSPHP        | Copy of published article or letter from Editor. <i>Must exceed 1000 words.</i> If there are more than 2 authors listed for the article, include an affidavit attesting to your contribution.<br><i>*Please Note: If your article was accepted for publication, but has not yet published, please provide a copy of the letter.</i>                                |
| 17                          | Primary or co-author of an SPHM practice-related article in a professional non-peer-reviewed publication.   | 1 Article = 1 PDH                                  | 3 for CSPHA<br>6 for CSPHC<br>9 for CSPHP        | Copy of published article or letter from Editor. <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.<br><i>*Please Note: If your article was accepted for publication, but has not yet published, please provide a copy of the letter</i>  |
| 18                          | Primary or co-author of a chapter in an SPHM practice-related professional textbook.  | 1 Chapter = 1 PDH                                  | 3 for CSPHA<br>6 for CSPHC<br>9 for CSPHP        | Copy of published chapter or letter from Editor. <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.<br><i>*Please Note: If your article was accepted for publication, but has not yet published, please provide a copy of the letter.</i> |