



Professional Development Audit Tool

Instructions by Column:

- A - This number can be found on the enclosed Professional Development Activities Chart (far left-hand column). Each activity listed has a corresponding ID #.
- B - Briefly describe your activity. **List your activities in chronological order.**
- C - Record the date(s) that you were involved in the activity.
- D - Indicate the number of Professional Development Hours (PDH) for this activity. Values can be found on the Professional Development Activities Chart.
- E - List the specific documents you are sending in that verify completion of the activity. Refer to the Professional Development Activities Chart for what verification documentation is required. **Please organize your documentation in the order that you have the activities list on the chart.**

(A) ID #	(B) Brief Description of Activity	(C) Dates Completed	(D) PDH Value	(E) Verification Documentation	Requirements Met (# of PDH)	Requirements Not Met	Request for Additional Info (RAI)	Reviewer Comments
1	2017 National SPHM Conference	04/11/17 - 04/13/17	17	Certificate of Attendance				
16	Article Publication (Peer-Reviewed Journal, <i>IJSPHM</i>)	June 2017	2	Copy of Article				
15	ASPHP Committee Member	01/01/18 - 12/31/18	1	Certificate				
1	2018 National SPHM Conference	04/17/18 - 04/19/18	17	Certificate of Attendance				
10	Sally Tube In-Services	11/20/18	1.5	Letter				
1	ASPHP Webinar	04/17/19	1	Certificate				
Total PDU Submitted:			39.5	Total PDU Awarded:				

SAMPLE

CSPHA = 15 PDH

CSPHC = 24 PDH

CSPHP = 36 PDH