

# CoPE Connection

Is Your Agency Putting on a Course or Workshop?

Get it Approved for PDHs!

Your Friendly Neighbourhood CoPE Crew have made the Approval of Professional Development Hours form fillable and easier to submit!

Have a Course, Workshop, or Webinar that you put on every year? We have a Recurring Check Box so you don't have to reapply for approval every year!

Find the form at [ciphi.ca](http://ciphi.ca) under Info Centre/CPC Program or at [ciphimember.ca](http://ciphimember.ca) in the Library

Have questions about getting an activity approved? Contact us at [cope@ciphi.ca](mailto:cope@ciphi.ca)

Continuing Professional Competencies Program Organization / Group  
Application for Approval of Professional Development Hours



This form is to be used by organizations or groups who wish to have Professional Development Hours (PDHs) assigned to educational sessions, seminars, workshops, conferences or similar opportunities.

Email this form to [cope@ciphi.ca](mailto:cope@ciphi.ca) 10 business days prior to the activity start date.

ORGANIZATION INFORMATION	
Name of Organization:	
Contact Person:	
Title / Position:	
Mailing Address:	
City:	
Country:	Postal Code:
Email:	
Tel:	Fax:
EDUCATIONAL ACTIVITY INFORMATION	
Educational Activity Name:	
Activity Date(s):	<input type="checkbox"/> Recurring* (include details in detail section)
Proposed Number of Professional Development Hours (include breaks and lunch):	
Details (include links to website information, agenda, syllabus or outline):	
Comments (how does this activity benefit the practice of Environmental Public Health Professionals?):	

\*Note: Recurring opportunities must be in a series format / length. (e.g. a series of one hour webinars). Approval is valid for 5 years. Please notify the Council of Professional Experience (CoPE) immediately if you make changes to, or no longer offer, this professional development activity. You must resubmit this form every 5 years.

Office Use	
This request for approval of PDHs has been reviewed by CoPE and has been:	
<input type="checkbox"/> Approved for _____ PDHs - CoPE Approval # _____	
<input type="checkbox"/> Approved for recurring status	
<input type="checkbox"/> Not Approved (Reason: _____)	
<input type="checkbox"/> Not Approved for recurring status (Reason: _____)	
CoPE: _____	Date: _____

CoPE shall keep all information provided on this application in confidence.

November 2016

PD Portal:

On Maternity or Paternity Leave or working part time? There is a declaration form to allow you to reduce the number of PDHs required.