

# CSPHC Professional Development Hours (PDH)



What is the difference between a Continuing Education Unit (CEU) and a Contact Hour (CH), and how does this convert to a Professional Development Hour (PDH)?

- 1 CH = 60 mins = 1 PDH
- 1 CEU = 10 CH = 600 minutes = 10 PDH

Please note: A minimum of 25% of the total number of PDH required must come from external sources ( i.e., sources not affiliated with an employer). A minimum of 4 of the 16 professional development hours must come from external sources (not affiliated with your employer) at application and 6 professional development hours at time of renewal.

Please Note: Where an activity must be specific to SPHM or SPHM related (related to the Nine Core Competencies found in the Certification Handbook), the relationship to SPHM needs to be apparent or you will need to submit a paragraph clearly explaining how this item supports your SPHM role and program.

Category of Activity	Activity	PDH Value	Maximum PDH	Verification Requirements
Conferences/Courses	Attend professional conferences, workshops, seminars, webinars, certificate programs, or online courses*, supporting your role in SPHM. Topic must be specific to SPHM or SPHM-related.  <i>*Visit <a href="http://www.csphp.org">www.csphp.org</a> for a list of acceptable online training providers.</i>	1 Hour = 1 PDH	Unlimited	Signed letter or certificate of attendance issued by the sponsoring organization. Must include date(s), event title, attendee name, and number of contact hours/CEUs.
	Attend SPHM technology in-services.  <i>Note: The same in-service may only be claimed once a year.</i>	1 Hour = 1 PDH	9	A signed letter or certificate of attendance issued by the sponsoring organization/employer. Must include date(s), course title, attendee name, and duration of course.  <i>Note: Sign-in sheets will not be accepted as sole proof of attendance.</i>
	Attend employer-provided SPHM or SPHM-related education.	1 Hour = 1 PDH	9	A signed letter or certificate of attendance issued by the employer. Must include date(s), course title, attendee

	<p><i>Note: The same presentation may only be claimed once a year.</i></p>			<p>name, and duration of course.</p> <p><i>Note: Sign-in sheets will not be accepted as sole proof of attendance.</i></p>
	<p>Successfully complete academic coursework and obtain a passing grade at an accredited school of higher learning. Course hours claimed must be SPHM-related.</p>	<p>1 Credit = 2 PDH</p>	<p>8</p>	<p>A transcript indicating dates(s) of course, title of course, and number of credits received. An unofficial transcript is acceptable.</p> <p><u>AND</u> Provide a copy of the course description illustrating how the content is relevant to SPHM or write a paragraph describing how the course content is relevant to SPHM.</p>
<p><b>Create E-Modules</b></p>	<p>Author an employer-based e-module with a quiz at the end. Topic must be specific to SPHM or SPHM-related.</p> <p><i>Note: The same or similar presentation may be claimed only once.</i></p>	<p>1 Module = 2 PDH</p>	<p>6</p>	<p>A signed letter from your employer. Must include the date(s) and course title-</p>
<p><b>Independent Learning</b></p>	<p>Read peer-reviewed, practice-related professional journal articles and/or textbook chapters and write a summary describing the implications for improving skills in your specific role. Topic must be specific to SPHM or SPHM-related.</p>	<p>2 Articles or 2 Chapters = 1 PDH</p>	<p>8</p>	<p>Write a summary on how the articles/chapters have assisted with skill improvement in your current role. <u>Must exceed 300 words.</u> The <i>Self-Directed Learning Form</i> is available at <a href="http://www.csphp.org">www.csphp.org</a> The form must be signed and include the total number of hours spent on independent learning.</p>
	<p>Serve as the primary or co-presenter at professional conferences (state, national or international), workshops, seminars, or webinars specific to SPHM-related.</p> <p><i>Note: The same or similar presentation may be claimed a maximum of two times.</i></p>	<p>1 Hour = 2 PDH</p>	<p>Unlimited</p>	<p>A signed letter or official program listing from the sponsoring organization. Must include date(s), presentation title, your name as the presenter, and length of your presentation.</p>

<b>Presenting</b>	<i>Note: Presentation must have been given in two different settings.</i>			
	Present SPHM technology in-services.  <i>Note: The same presentation may only be claimed once a year.</i>	1 Hour = 1 PDH	9	A signed letter issued by your employer/sponsoring organization. Must include date(s), topic, your name as the presenter, and length of your presentation.  <i>Note: Sign-in sheets will not be accepted as sole proof of attendance.</i>
	Present employer-provided workplace continuing education. Topic must be SPHM-related.  <i>Note: The same presentation may only be claimed once a year.</i>	1 Hour = 1 PDH	9	A signed letter issued by the employer/sponsoring organization. Must include date(s), course title, and length of presentation.  <i>Note: Sign-in sheets will not be accepted as sole proof of attendance.</i>
	Serve as the primary or co-presenter of a poster presentation at professional conferences (state, national or international), workshops, or seminars. Topic must be SPHM-related.  <i>Note: The same presentation may only be claimed once.</i>	1 Poster = 1 PDH	Unlimited	A signed letter or official program listing from the sponsoring organization. Must include date(s), presentation title, your name as the presenter or author/co-author.
<b>Professional Service</b>	Peer review of a SPHM practice-related research article or textbook.	1 Article = 1 PDH or 1 Textbook = 4 PDH	Unlimited	A signed letter from the publishing organization verifying your role as a peer reviewer.
	Serve as an active ASPHP or CSPHP Board members and/or committee member.	Variable as determined by committee	6	Certificate issued by the applicable ASPHP or CSPHP Committee Chair.

	<p>Write and submit an exam question that is accepted by the Certified Safe Patient Handling Professionals™ Examination Committee.</p> <p><i>Note: Only current certificants are eligible for this category as part of their certification renewal PDH.</i></p>	1 Question = 2 PDH	6	Acknowledgement letter issued by the Certified Safe Patient Handling Professionals™ Examination Chair.
<b>Publishing</b>	<p>Primary or co-author of a SPHM practice-related article in a professional peer-reviewed publication.</p>	1 Article = 6 PDH	12	<p>Copy of published article or letter from editor.</p> <p><i>Note: If your article was accepted for publication, but has not yet been published, please provide a copy of the letter indicating acceptance.</i></p>
	<p>Primary or co-author of a SPHM practice-related article in a professional non-peer-reviewed publication or textbook chapter.</p>	1 Article/ Chapter = 3 PDH	6	<p>Copy of published article, chapter, or letter from editor. <u>Must exceed 1000 words.</u></p> <p><i>Note: If your article was accepted for publication, but has not yet been published, please provide a copy of the letter indicating acceptance.</i></p>

<b>Research and Quality Improvement</b>	Serve as the Principal Investigator (PI) or a Co-Principal Investigator (Co-PI) of a SPHM-related research or quality improvement project.	1 Documented Research or Quality Improvement Project = 6 PDH	Unlimited	A copy of final report with your name as PI or Co-PI.
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