APPENDIX 9: Presentation of Continuing Professional Development

The Continuing professional development requirements are:

* CSAP members must accumulate at least 150 Professional Development Hours (PDHs) over each three (3) -year period (members must accumulate at least 30 PDHs per year);
* CSAP members must be active in at least three of the six professional development categories, PDHs greater than that required to meet the annual requirement can be carried forward for two (2) years following an activity;
* The Society may require all members to fulfill a specific requirement (e.g. complete or attend a specific course or seminar) within a defined time period; and
* A minimum of 100 of the required 150 PDHs must be earned in an area of Contaminated Sites assessment, management, remediation and/or risk assessment; the remaining 50 PDHs may be in an area indirectly or un-related to contaminated sites but that supports the member’s ability to practice competently and professionally (e.g. project management).
* Members are responsible for maintaining records of PDHs and must provide the hours to the CSAP Society along with remittance of annual membership fees.

When completing this template:

* + Add additional rows under each category as required; and
  + Total your PDHs both horizontally and vertically for each category and as a grand total.

**CONTINUING PROFESSIONAL DEVELOPMENT REPORT**

* CSAP members must accumulate at least 150 Professional Development Hours (PDHs) over each three (3) -year period, and a minimum of 30 PDHs per year. PDH hours can be carried forward for a maximum of two (2) years from the date of the activity.
* Members must provide the hours to the CSAP Society along with remittance of annual membership fees.

|  |  |  |  |
| --- | --- | --- | --- |
| **CSAP Member** |  | **Renewal Date** |  |

| **Activity**  ***(Include a short description)*** | **Date Completed** | **Directly Related PDHs Claimed** | **Indirect or**  **Unrelated**  **PDHs Claimed** | **Sub-total**  **(related +**  **indirect)** |
| --- | --- | --- | --- | --- |
| 1: Formal Activities *(max allowed: 50 PDHs per year)* |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Sub-Total Category 1 |  |  |  |  |
| 2: Informal Activities *(max allowed: 40 PDHs per three (3) year period)* |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Sub-Total Category 2 |  |  |  |  |
| 3.A: Review and Recommendation *(max allowed: 30 PDHs per year)* |  |  |  |  |
|  |  |  |  |  |
| 3.B: Review and Recommendation *(max allowed: 20 PDHs per year)* |  |  |  |  |
|  |  |  |  |  |
| Sub-Total Category 3 |  |  |  |  |
| 4: Participation *(max allowed: 30 PDHs per year)* |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Sub-Total Category 4 |  |  |  |  |
| 5: Presentations *(max allowed: 30 PDHs per year)* |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Sub-Total Category 5 |  |  |  |  |
| 6: Contributions to Knowledge *(max allowed: 30 PDHs per year)* |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Sub-Total Category 6 |  |  |  |  |
| **GRAND TOTAL** |  |  |  |  |