



Certified Professional in CPD (Healthcare) CPC(HC) Credential

# Application for the Leadership Route

## CONTENTS

Goal .....	<u>2</u>
Applicant Details .....	<u>2</u>
Education and Training .....	<u>3</u>
Continuing Professional Development (CPD) Achievements .....	<u>4</u>
Personal Statement: My Leadership Story .....	<u>7</u>
Reference Letters .....	<u>8</u>
Application Checklist.....	<u>9</u>

## GOAL

The goal of the Certified Professional in CPD (Healthcare) CPC(HC) credential is to enhance the quality and impact of CPD activities and strengthen the discipline of CPD. It accomplishes this by recognizing the professional development and achievement of those engaged in CPD as leaders, program developers, researchers and administrators, whether physicians or non-physicians.

This credential is available through a Certificate Route, described separately, or by a Leadership Route, which is the focus of this application.

The CPC(HC) credential is awarded through the Leadership Route to applicants who can meet the following requirements:

1. They are senior CPD professionals in Canada with significant experience and a demonstrated track record of achievement as a CPD leader, including its development, delivery or scholarship; and
2. Evidence of the impact of their achievements in CPD leadership provided in their own declaration and in the assessment of peer referees.

## Applicant Details

### Name

Salutation

Given name(s)

Surname

**MALE** **FEMALE** **DO NOT WISH TO SPECIFY**

### Address

Street address

City

Province Country

Postal code

### Current/previous work

**Current Job Title**

Start date

End date

**Previous Job Title #1**

Start date

End date

**Previous Job Title #2**

Start date

End date

**Previous Job Title #3**

Start date

End date

Previous Job Title #4

Start date

End date

Previous Job Title #5

Start date

End date

Previous Job Title #6

Start date

End date

### Contact Information

Work phone

Cell phone

Email

## Education & Training

Please indicate the degrees, diplomas, and certificates you have received. Please indicate those specifically related to CPD or Medical Education

### Degrees/Diplomas/Certificates

#### Name of Degree / Diploma / Certificate #1

University / College / Granting Organization

Location

Specific to CPD? YES NO

Year issued Duration of training

#### Name of Degree / Diploma / Certificate #2

University / College / Granting Organization

Location

Specific to CPD? YES NO

Year issued Duration of training

#### Name of Degree / Diploma / Certificate #3

University / College / Granting Organization

Location

Specific to CPD? YES NO

Year issued Duration of training

## Continuing Professional Development (CPD) Achievements

A. List up to five (5) of the top professional development activities, courses and/or conferences you have taken part in as a **learner** during the last 10 years that have contributed to your role as a CPD leader.

*Please upload any supporting documents.*

### Activity #1

Location

Organizer

Start date

End date

Description (up to 750 characters)

### Activity #2

Location

Organizer

Start date

End date

Description (up to 750 characters)

### Activity #3

Location

Organizer

Start date

End date

Description (up to 750 characters)

**Activity #4**

Location

Organizer

Start date                      End date                      Description (up to 750 characters)

**Activity #5**

Location

Organizer

Start date                      End date                      Description (up to 750 characters)

**B.** List up to five (5) of the top CPD activities to which you have contributed significant **leadership** over the past 10 years. Identify your contribution and the impact of these activities.

*Please upload any supporting documents.*

**Activity #1**

Location

Organizer

Start date                      End date                      Description (up to 750 characters)

**Activity #2**

Location

Organizer

Start date

End date

Description (up to 750 characters)

**Activity #3**

Location

Organizer

Start date

End date

Description (up to 750 characters)

**Activity #4**

Location

Organizer

Start date

End date

Description (up to 750 characters)

**Activity #5**

Location

Organizer

Start date

End date

Description (up to 750 characters)

## Personal Statement: My Leadership Story

Please provide a description (limit of 6000 characters, about 1000 words) of your **CPD leadership achievements** that have been impactful in any or all of the following areas:

- Education, scholarship, and administrative activities
- Active involvement in international, national, provincial or local CPD organizations
- Your position as a CPD leader, administrator, or innovator
- Leadership in CPD to support social accountability
- Interprofessional CPD

As you write, please consider the eight CPD competency domains on page 8.

## Reference Letters

Include 3 reference letters which provide evidence of your leadership in CPD, of your impact in academic and community settings, and that speak to your achievements and contributions to CPD. These may address:

- Education, scholarship and administrative activities
- Involvement in international, national, provincial or local CPD organizations
- Your position as a CPD leader, administrator or innovator
- Leadership in CPD to support social accountability

Please ask your referee to provide their comments about your significant contributions and achievements. They should be encouraged to comment on how you have achieved excellence in the some or all of the 8 Competency Areas of CPD:

1. Understand and utilize adult learning principles and accreditation standards to guide the development of CPD programs.
2. Design education interventions on the basis of best evidence for program development.
3. Measure effectiveness and impact of a CPD activity.
4. Collaborate with interprofessional partners and stakeholders to meet the CPD mission.
5. Collaborate with health systems to integrate quality improvement, patient safety, and knowledge translation with CPD.
6. Utilize tools and processes to aid in the development, delivery and dissemination of CPD activities.
7. Engage in self-assessment and lifelong learning to improve individual performance.
8. Facilitate practice-based CPD and team-based learning.

*Please upload any supporting documents.*

**Referee Letter #1 Full Name**

Title

Work Phone Number

Organization

Email

Professional Relationship to Referee

**Referee Letter #2 Full Name**

Title

Work Phone Number

Organization

Email

Professional Relationship to Referee



Referee Letter #3 Full Name

Title

Work Phone Number

Organization

Email

Professional Relationship to Referee

## Current Curriculum Vitae

In addition to the descriptions you provided above, please upload an abbreviated copy of your curriculum vitae as a single file (not to exceed 10 pages).

*I have completed all information on pages 1–6*

*I have provided my personal statement*

*I have provided three referees and provided accurate contact information*

*I have provided my abbreviated CV*

*I have signed and dated the application*

*I have submitted payment with this application or online*