



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

Application for the Leadership Route

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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. In the description box, explain how each learning activity you have selected 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. In the description box, please state clearly what your own leadership contribution was to each activity and what the impact of your contribution was.

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

In your own words, (limit of 6000 characters, about 1000 words) tell the story of your CPD leadership achievements and how you personally have made an impact in any or all of the following areas, which you may wish to use as headings to give structure to your story:

- 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

Under each of the above headings in your leadership story, give examples, where appropriate, of how your CPD leadership achievements demonstrate the following CPD competencies:

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.

Reference Letters

Include three reference letters that 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. Please ask your referees to use the following headings to structure their remarks:

- 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
- Interprofessional CPD

Please ask your referees to give specific examples of your significant contributions and contributions in the above areas and to underscore how you have demonstrated excellence in 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 5 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