



Certified Professional in CPD (Healthcare) CPC(HC) Credential
Certificate Route Application Form

CONTENTS

Goal.....	2
Applicant Details.....	2
Education & Training	3
Personal Statement.....	7
Reference Letters	8
Current Resume	9
Applicant Check List	9

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 nonphysicians.

This credential is available through a Leadership Route, <https://www.cpdcoalition.ca/credential/> or by the Certificate Route, which is the focus of this application. To apply, you will need to complete this application form, submit a short statement, and provide written assessments from two referees.

Individuals are eligible for the Certificate Route if they have completed both the Certificate Program in CPD Foundations (<https://www.cpd.utoronto.ca/cpd-foundations/>) and the Leading and Influencing Change in CPD programs (<https://www.cpd.utoronto.ca/leadingchange/>) offered by the CPD Office of the Faculty of Medicine, University of Toronto. These courses are considered the current gold standard for the CPD certificate training in Canada. You may also be eligible for the CPC(HC) through the Certificate Route if you have:

- completed one of these two programs combined with an additional equivalent program, OR
- have completed a separate certificate or degree program, that in either case is deemed acceptable to the review committee.

Applicant Details

Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
Salutation	Given name (s)	Surname

MALE FEMALE DO NOT WISH TO SPECIFY

Address

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street address	City	Province	Country	Postal code

Current/previous work

<input type="text"/>	<input type="text"/>	<input type="text"/>
Current Job Title	Start date	End date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous Job Title #1	Start date	End date

--	--	--

Previous Job Title #2

Start date

End date

--	--	--

Previous Job Title #3

Start date

End date

Contact Information

--	--	--

Work phone

Cell phone

Email

Education & Training

Continuing Professional Development (CPD) Courses Taken

Certificate Program in CPD Foundations – University of Toronto

Month and Year of completion:

Leading and Influencing Change in CPD – University of Toronto

Month and Year of completion:

If you have completed both the above courses, please go to Page 7 – Personal Statement

If you have completed:

- only **one** of these two courses
- **neither** course but have instead completed a different course or program that you believe is equivalent:

Please provide the course name, institution, duration, learning objectives and brief course description. Also **upload a separate supporting document** that describes how these other courses or programs that you have completed meet the learning objectives of the University of Toronto course(s) you have not completed. For your reference, the learning objectives are as follows;

Certificate Program in CPD Foundations – Learning Objectives:

- Create CPD initiatives based on evidence supporting effectiveness and best practices in CPD
- Establish meaningful goals, objectives, and outcome measures for your programs
- Utilize models of program planning for curriculum development
- Determine the appropriate measures to achieve high quality and bias free/balanced CPD programs
- Identify future trends in CPD that will impact program delivery

(Course duration: 39 hrs.)

Leading and Influencing Change in CPD – Learning Objectives:

- Explore how the demands and forces of change in the health care environment have created opportunities and challenges to continuing health education providers.
- Apply best practices in CPD and change management principles to lead and implement new initiatives and overcome barriers to change.
- Lead and implement new initiatives.
- Identify and lessen barriers to change.
- Foster collaboration and expand CPD networks.
- Lead and promote innovation in CPD
- Identify opportunities for scholarship.

(Course duration: 82 hrs.)

Course #1

Course name 1

Organization/institution

Year of completion

Course duration:

months
 years

Course faculty name(s):

Course objectives:

Course outline/description:

Course #2

Course name 1

Organization/institution

Year of completion

Course duration: months
 years

Course faculty name(s):

Course objectives:

Course outline/description:

Course #3

Course name 1

Organization/institution

Year of completion

Course duration: months
 years

Course faculty name(s):

Course objectives:

Course outline/description:

Note: If you have completed additional programs/certificates that you wish to have considered, please contact the Coalition Administrative Coordinator

Personal Statement:

Provide a personal statement about a recent project, initiative, or program that you have led or contributed to that demonstrates how you have applied your learning from the certificate programs you have completed.

Please describe how the recent project, initiative, or program addresses some or all of the following CPD competencies. **(Maximum 500 words or 3000 characters).**

1. Understand and utilize adult learning principles and accreditation standards to guide the development of CPD programs.
2. Design education interventions based on best evidence for program development.
3. Measure the 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 two (2) **reference letters**, one of which might come from your **current supervisor**. Please ask your referees to provide their comments about your achievements and contributions in the field of CPD.

Referees should be encouraged to comment on how you have achieved excellence in the **some or all** of the following 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 based on best evidence for program development.
3. Measure the 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.

Letter #1 from your current supervisor (where possible)

<input type="text"/>	<input type="text"/>	<input type="text"/>
Full name	Title	Work Phone Number
<input type="text"/>	<input type="text"/>	
Organization	Email	

Letter #2

<input type="text"/>	<input type="text"/>	<input type="text"/>
Full name	Title	Work Phone Number
<input type="text"/>	<input type="text"/>	
Organization	Email	

Current Resume

In addition to the description, you provided above, please upload an abbreviated copy of your resume as a single file (not to exceed 4 pages).

Applicant Check List

- I have completed all information on pages XXXX.
- I have provided my personal statement.
- I have provided two referees and provided accurate contact information.
- I have provided my abbreviated resume.
- I have signed and dated the application.
- I have submitted payment with this application