

**COALITION**  
FOR PHYSICIAN LEARNING  
AND PRACTICE IMPROVEMENT

---



**COALITION**  
POUR L'APPRENTISSAGE DES MÉDECINS  
ET L'AMÉLIORATION DE LA PRATIQUE

---

**COALITION FOR  
PHYSICIAN LEARNING  
AND  
PRACTICE IMPROVEMENT**

**CPC(HC) Certificate Route:  
Certified Professional in CPD**

**APPLICATION FORM**

# Contents

GOAL.....	3
Applicant Details.....	3
Education & Training.....	4
Personal Statement.....	8
Equity, Diversity, Inclusivity, and Accessibility .....	8
Reference Letters.....	10
Current Resume .....	11

# 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 Leadership Route, 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 CPD certificate training. The University of Toronto CPD in the Temerty Faculty of Medicine offers two CPD programs: CPD Foundations (formerly, Certificate Program in CPD Foundations) and Advanced CPD Leadership Development (formerly, Leading and Influencing Change in CPD). By completing both programs, you will be eligible for the CPC (HC) credential. 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 focused on CPD, that in either case is deemed acceptable to the review committee.



## Applicant Details

### Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Pronoun/Title</b>	<b>Given name(s)</b>	<b>Surname</b>

How do you identify your gender? (Choose all that apply)

- Female
- Male
- Transgender
- Two-Spirit
- I do not identify with a gender
- I prefer not to answer
- Additional gender identities (enter below)

### Address

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

## 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
<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous Job Title #2	Start date	End date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous Job Title #3	Start date	End date

## Contact Information

<input type="text"/>	<input type="text"/>	<input type="text"/>
Work phone	Cell phone	Email



## Education & Training

### Continuing Professional Development (CPD)

Please provide the course name, institution, duration, learning objectives, brief course description, and website link (URL) if available. Also, upload a separate supporting document describing how these courses or programs you have completed met the learning objectives below. These learning objectives are from the Certificate Program of Health Professions Education from the University of Toronto: CPD Foundations (formerly, CPD Foundations and Leading and Influencing Change in CPD)

#### Learning objectives:

- » Design Evidence-Based CPD Initiatives: Develop continuing professional development programs informed by evidence-based best practices in CPD
- » Set Clear Program Goals and Outcome Measures: Establish meaningful goals, objectives and outcome measures for your CPD initiatives.
- » Apply Program Planning Models: Utilize effective program planning models to guide curriculum development
- » Ensure Quality and Balance: Determine appropriate measures to achieve high quality and balanced CPD programs
- » Anticipate CPD Trends: Identify future trends in CPD that will impact program design and delivery

*Reference: <https://www.cpd.utoronto.ca/cpd-foundations/>*

# Advanced CPD Leadership Development (formerly Advanced CPD Leadership Development: Leading and Influencing Change in CPD)

## Learning objectives:

- » Agent and Advocate for Change: Equip participants with the skills to lead and advocate for meaningful change within their organizations and communities
- » Enhance Evidenced-Informed and Technology Informed CPD: Use of evidence-based practices, leverage technology and data, and drive innovation in CPD to improve health outcomes and professional growth.
- » Integrate with Systems for Quality Improvement and Knowledge Translation: Develop leaders' ability to apply tools for quality improvement, patient safety, implementation science, and effective knowledge translation to ensure best practices are integrated into CPD
- » Promote Partnership and Collaboration: Facilitate strategies for meaningful patient engagement, interprofessional education, and entrepreneurial thinking to improve collaboration and drive positive change in healthcare.

Reference: <https://www.cpd.utoronto.ca/leadingchange/>

---

## Course #1

### Course name

Organization/institution

Year of completion

Course duration:  months  
 years

### Course faculty name(s)

### Course objectives

### Course outline/description

Course #2

Course name

Organization/institution

Year of completion

Course duration:  months  
 years

Course faculty name(s)

Course objectives

Course outline/description

Course #3

Course name

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: [cpdcoalition@cfpc.ca](mailto:cpdcoalition@cfpc.ca).***

## 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.

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.

**(Maximum 500 words or 3000 characters)**



## Equity, Diversity, Inclusivity, and Accessibility

As a Coalition, there is a desire to support an equitable and inclusive system for CPD design, delivery and evaluation across Canada that impacts the quality and outcomes of care. The goal is to promote innovation, growth and spread by enhancing the leadership of those involved in CPD so that they are:

- » Confident, capable, and engaged in taking an inclusive approach to CPD planning, design and delivery
- » Can lead others through professional development activities that enhance inclusivity

Provide an Equity, Diversity, Inclusivity, and Accessibility (EDIA) Statement about a recent project, initiative, or program that you have led, contributed to, or plan to implement, that demonstrates your understanding of EDIA principles and your commitment to advancing these values.

**(Maximum 250 words or 1500 characters)**

## 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.

Please ensure that each reference letter provides distinct perspectives from colleagues who have worked with you in different CPD capacities.

Referees should be encouraged to comment on how you have achieved excellence in **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.

### Letter #1 from your current supervisor (where possible)

Full name

Title

Work Phone Number

Organization

Email

### Letter #2

Full name

Title

Work Phone Number

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 2-10.
- 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.



## Please e-sign

Signature

Date