

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) Leadership Route:
Certified Professional in CPD**

APPLICATION FORM

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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

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

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"/>
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
<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
<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous Job Title #4	Start date	End date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous Job Title #5	Start date	End date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous Job Title #6	Start date	End date

Contact Information

<input type="text"/>	<input type="text"/>	<input type="text"/>
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

Year Issued

Duration of training

Specific to CPD? Yes No

Name of Degree / Diploma / Certificate #2

University / College / Granting Organization

Location

Year Issued

Duration of training

Specific to CPD? Yes No

Name of Degree / Diploma / Certificate #3

University / College / Granting Organization

Location

Year Issued

Duration of training

Specific to CPD? Yes No



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.

<input type="text"/>	<input type="text"/>	
Activity #1		
<input type="text"/>		
Location		
<input type="text"/>		
Organizer		
<input type="text"/>	<input type="text"/>	
<input type="text"/>		
Start date		End date
<hr/>		
<input type="text"/>		
Activity #2		
<input type="text"/>		
Location		
<input type="text"/>		
Organizer		
<input type="text"/>	<input type="text"/>	
<input type="text"/>		
Start date		End date
<hr/>		
<input type="text"/>		
Activity #3		
<input type="text"/>		
Location		
<input type="text"/>		
Organizer		
<input type="text"/>	<input type="text"/>	
<input type="text"/>		
Start date		End date
<hr/>		
<input type="text"/>		

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 (Maximum 1000 words)

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

Under each of the 5 headings listed above, give a brief specific example, where appropriate of how your CPD leadership achievements demonstrate the following CPD competencies:

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

(Maximum 1000 words or 6000 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

Please 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 commitment to advancing these values. (Maximum 250 words or 1500 characters).

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 ensure that each reference letter provides distinct perspectives from colleagues who have worked with you in different CPD capacities. Please ask your referees to use the following headings to structure their remarks:

1. Education, scholarship, and administrative activities
2. Involvement in international, national, provincial, or local CPD organizations
3. Your position as a CPD leader, administrator, or innovator
4. Leadership in CPD to support social accountability
5. 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 Competency Areas of CPD:

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

Applicant Check List

- I have completed all information on pages 3-12
 - 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
-

Please e-sign

Signature

Date